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This product is approved for use in the United States and Canada Only. Local country laws may prohibit the use of this product outside of the United States or Canada. It is strictly forbidden by law in virtually every country to connect nonapproved telecommunications equipment (fax machines) to public telephone networks.

Safety Information
Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

1. Read and understand all instructions in the *User's Guide*.

WARNING:
Potential Shock Hazard

2. Use only a grounded electrical outlet when connecting the HP OfficeJet to a power source. If you don't know whether the outlet is grounded, check with a qualified electrician.
3. Telephone lines can develop hazardous voltages. To avoid electrical shock, do not touch the contacts on the end of the cord, or any of the sockets on the HP OfficeJet. Replace damaged cords immediately.
4. Never install telephone wiring during a lightning storm.
5. Observe all warnings and instructions marked on the product.
6. Unplug this product from wall outlets and telephone jacks before cleaning.
7. Do not install or use this product near water or when you are wet.
8. Install the product securely on a stable surface.
9. Install the product in a protected location where no one can step on or trip over line cord, and the line cord will not be damaged.
10. If the product does not operate normally, see Troubleshooting.
11. No operator-serviceable parts inside. Refer servicing to qualified service personnel.

Notice
The information contained in this document is subject to change without notice.

Hewlett-Packard shall not be liable for errors contained herein or for consequential damages in connection with the furnishing, performance, or use of this material.

Information regarding FCC Class B, Parts 15 and 68 requirements can be found in the back of the *User's Guide*.

Complete the following information. You'll need it if you contact your dealer or Hewlett-Packard Company:

Date of Purchase: ❑❑-❑❑-❑❑❑❑

Serial Number: ❑❑❑❑❑❑❑❑❑❑❑❑❑❑

(Located on the back of the machine.)

Table of Contents

1 Setting Up the HP OfficeJet 1-1

Make Sure Everything Is in the Box 1-2
If you don't have a CD-ROM drive 1-2
1. Install the Tray 1-3
2. Plug in the Line Connector 1-3
3. Connect the Printer Cable 1-4
4. Connect the Power Cord 1-4
5. Insert the Print Cartridges 1-5
6. Load the Paper Supply 1-6
7. Connect Your Office Equipment - IMPORTANT! 1-7
What should you connect? 1-7
How to tell if you have a modem 1-9
How to tell if your modem is internal or external 1-9
How should you connect? 1-10
8. Install the Software - REQUIRED! 1-23
9. Make Sure Everything Works Properly 1-24
Print a report 1-24
Receive a fax 1-25
Make a copy 1-25
Scan a page to your computer 1-25
What's Next? 1-26

2 Quick Tour 2-1

Loading the Paper Supply 2-2
Using a Scan/Copy Sleeve to Protect Your Original 2-3
Sending Faxes 2-4
Faxing paper documents 2-4
From the keypad 2-4
From the Document Assistant 2-5
Sending a fax directly from your software program 2-6
Copying 2-7

2 Quick Tour *(continued)*
Copying from the keypad 2-7
Copying from the Document Assistant 2-8
Scanning 2-9
Scanning images 2-9
Scanning text for editing (OCR) 2-10
Printing 2-10
Using the Help System 2-11
Other ways to get help 2-12

3 Faxing 3-1
Sending a Paper Document 3-2
Sending from the keypad 3-2
Dialing in real time 3-3
Dialing from a telephone that's connected directly to the HP OfficeJet 3-3
Speed dialing 3-4
Sending from the Document Assistant 3-5
Sending a Fax Directly from Your Software Program 3-6
Receiving Printed Faxes 3-7
Answering settings 3-7
Manually receiving faxes 3-8
Receiving faxes to your PC 3-8
Using Advanced Fax Features and Settings 3-9
Advanced fax send settings 3-9
Controlling how your faxed documents will look 3-9
Changing the Resolution 3-9
Changing the Contrast 3-12
Redialing a fax number 3-13
Redialing manually with the Redial/Pause button 3-13
Changing the Automatic Redial setting in the software 3-13
Entering a pause during keypad dialing 3-14
Assigning speed dial codes 3-14
Faxing to a group of fax numbers 3-16

3 Faxing *(continued)*

Changing the information printed at the top of the faxes you send 3-17
Setting Tone or Pulse dialing type 3-17
Other advanced features for sending faxes 3-18
Advanced fax receive settings 3-19
Phone Answering: Automatic or Manual 3-19
Changing the number of rings before answering 3-20
Using Distinctive Ring 3-21
Updating your fax receive setup 3-22
Changing the paper size setting 3-23
Other advanced features for receiving faxes 3-23
Viewing lists of all sent and received faxes 3-24
Printing the fax reports 3-24
Fax History report 3-24
Last Fax report 3-24
Adjusting sound volumes 3-25
Changing the time and date 3-25
Standalone Faxing 3-26
Standalone vs. PC Connected 3-26

4 Copying 4-1

Copying from the Keypad 4-2
Controlling how your copies will look 4-2
Optimizing the quality 4-3
Darkening and lightening — Contrast 4-4
Automatic collating 4-4
Copying from the Document Assistant 4-5
Controlling how your copies will look 4-6
Optimizing the quality 4-6
Darkening and lightening — Contrast 4-6
Reducing and enlarging 4-7
Copy quality 4-7
Collating: On or Off 4-8

5 Scanning 5-1
Scanning Your Document As an Image 5-2
Scanning from the Document Assistant 5-2
Scan Image Viewer 5-5
Selecting the area you want to edit 5-5
Cutting, pasting, and cropping an area 5-5
Save image 5-6
Scanning from TWAIN-compliant software 5-7
How to tell if your software program supports TWAIN 5-7
How to scan with TWAIN 5-7
Scanning Your Document to Edit the Words (OCR) 5-8

6 Printing 6-1
Paper Types 6-2
Selecting paper types and sizes 6-2
Loading tips 6-2
Loading plain and special papers 6-3
Loading letterhead paper 6-3
Loading a single envelope 6-3
Loading multiple envelopes 6-4
Loading transparencies 6-4
Using the Print Settings 6-5
Locating the print settings 6-5
Using the Paper tab settings 6-5
Using the Setup tab settings 6-6
Print quality and speed 6-6
Printing in color 6-6
Printing in grayscale 6-7
Using the Advanced tab settings 6-7
Printing from Your Windows Software Program 6-8
Printing from the HP OfficeJet Manager 6-8

7 Getting Help 7-1
Sources of Information and Help 7-2
Using the Help System 7-5
Understanding the Messages Displayed on the Keypad 7-6
Additional Problem Solving Tips 7-21
Uninstalling the software 7-21
Cleaning the scanner glass 7-22

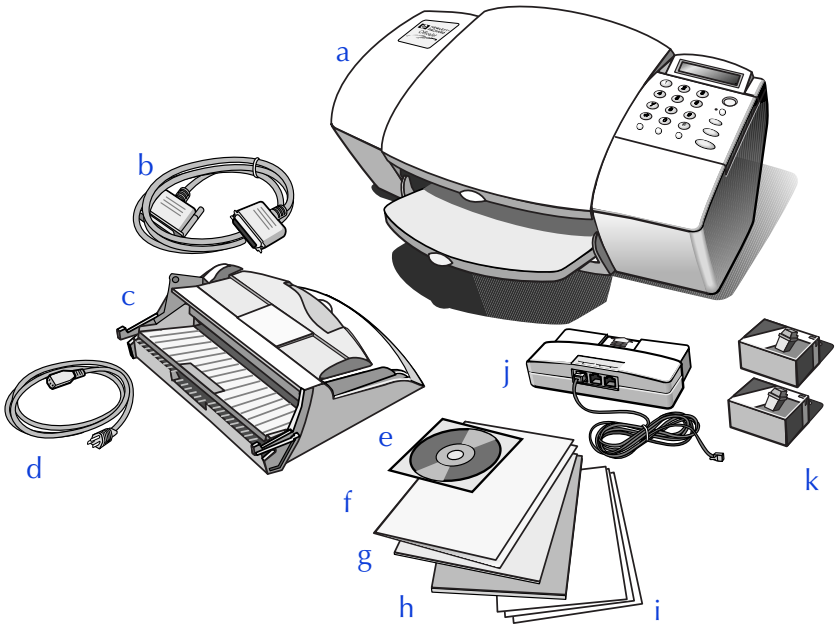
8 Specifications 8-1
Product Specifications 8-2
Overall Specifications 8-2
Printing Specifications 8-2
Faxing Specifications 8-4
Copying Specifications 8-5
Scanning Specifications 8-5
Ordering Information 8-6
Obtaining a Material Safety Data Sheet (MSDS) 8-6
Regulatory Information 8-7
Notice to Users of the U.S. Telephone Network: FCC Requirements 8-7
Electromagnetic or Radio Frequency Interference: FCC Requirements 8-8
Notice to Users of the Canadian Telephone Network 8-8

1 Setting Up the HP OfficeJet

Refer to this chapter for more details about setting up the HP OfficeJet than are provided in the *Ready, Setup, Go* card. Perform each step in sequence.

Make Sure Everything Is in the Box 1-2
If you don't have a CD-ROM drive 1-2
1. Install the Tray 1-3
2. Plug in the Line Connector 1-3
3. Connect the Printer Cable 1-4
4. Connect the Power Cord 1-4
5. Insert the Print Cartridges 1-5
6. Load the Paper Supply 1-6
7. Connect Your Office Equipment - IMPORTANT! 1-7
What should you connect? 1-7
How should you connect? 1-10
8. Install the Software - REQUIRED! 1-23
9. Make Sure Everything Works Properly 1-24
Print a report 1-24
Receive a fax 1-25
Make a copy 1-25
Scan a page to your computer 1-25
What's Next? 1-26

Make Sure Everything Is in the Box



a) HP OfficeJet Series 600

b) Bi-directional parallel cable

c) Paper/Document loading tray

d) Power cord

e) HP OfficeJet Series 600 software on compact disc (CD-ROM)

f) *HP OfficeJet Series 600 Ready, Setup, Go* Card

g) Warranty statement

h) OmniPage LE Optical Character Recognition (OCR) documentation

i) Scan/Copy sleeves (for faxing, copying, and scanning smaller-than-standard-sized documents and for protecting photos)

j) Fax/Phone line connector with attached phone cord

k) Black and color print cartridges

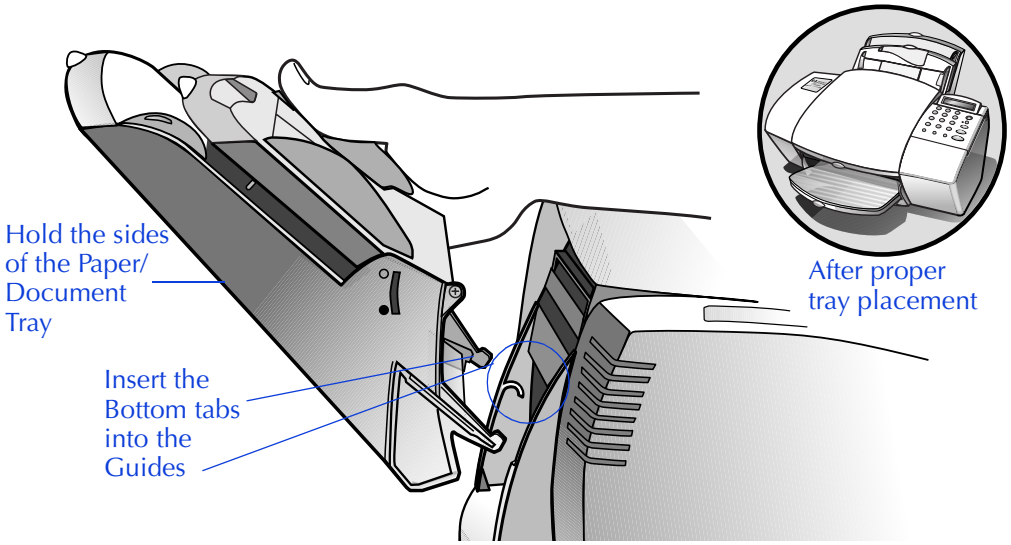
If you don't have a CD-ROM drive

Please call the HP OfficeJet Fulfillment Center at 1-888-HPDISKS (1-888-473-4757) to receive the software on 3.5-inch floppy diskettes by overnight mail.

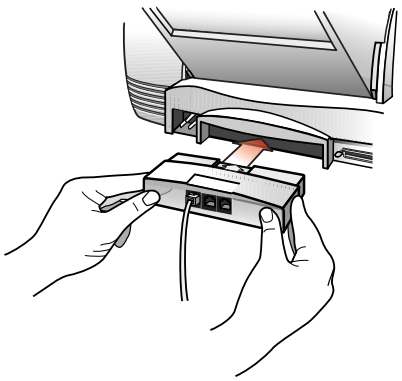
Perform each step in sequence:
All steps are required!

1. Install the Tray

The tray fits securely into the back of the HP OfficeJet near the top as shown.



2. Plug in the Line Connector

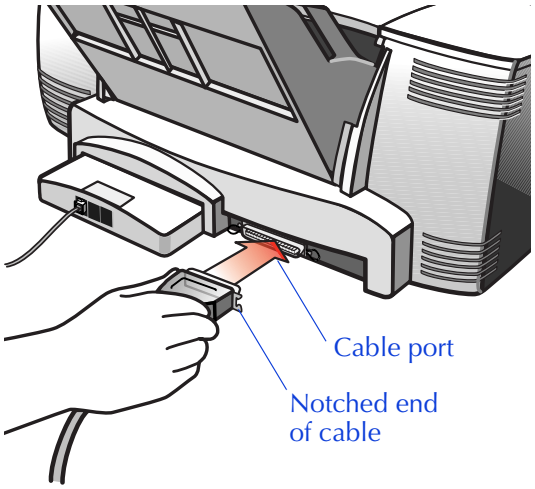


- Insert the fax/phone line connector into its housing area on the back of the HP OfficeJet. Press it firmly into place. (Once in place, it's difficult to remove.)
- Plug the loose end of the phone cord into the telephone wall jack you will be using for your fax line.

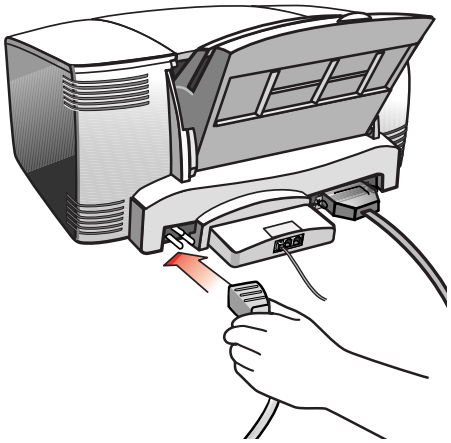
3. Connect the Printer Cable

Important: You must use the enclosed bi-directional parallel cable to attach the HP OfficeJet to your computer. If you do not use a bi-directional cable, the HP OfficeJet will not work.

- For safety, turn off your computer before connecting the printer cable.
- Connect the notched end of the bi-directional parallel cable firmly to the cable port on the back of the HP OfficeJet. Snap both metal clips into the notches on the connector.
- Plug the other end of the cable into the parallel (LPT1) port on the back of your computer. Tighten the connector's screws.



4. Connect the Power Cord



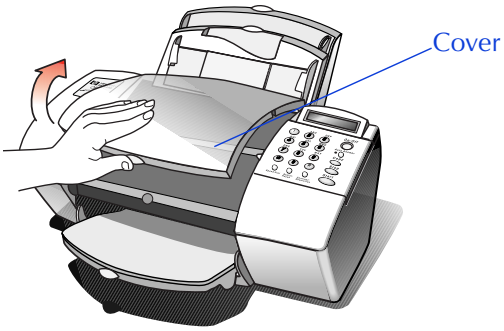
- Plug the power cord connector *firmly* into the power socket on the back of the HP OfficeJet.
- Plug the other end of the power cord into a grounded electrical outlet.

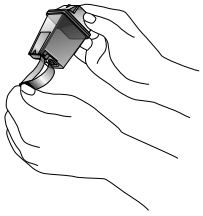
Warning: To avoid the possibility of electrical shock, plug the other end of the power cord into a grounded electrical outlet *only.*

Caution: If you need to disconnect power from the HP OfficeJet, detach this cable. The On/Off button does not completely disconnect the power.

5. Insert the Print Cartridges

- After you plug in the power, the HP OfficeJet powers up automatically. The display on the keypad will read, *"Insert Color Cartridge."*
- Wait until the HP OfficeJet finishes start-up (about 10 seconds), then open the cover of the HP OfficeJet. The empty print cartridge holder moves into view.





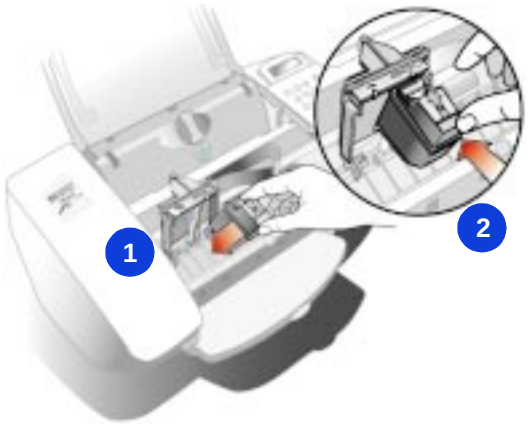
- Remove the color print cartridge from its packaging. Holding the blue top of the cartridge, gently remove both pieces of tape — clear blue and solid white — covering the ink nozzles and vent hole. (If you do not remove the white tape, the ink will be depleted prematurely.)

  Be careful not to touch the ink nozzles or the copper contacts; fingerprints may damage them.

- Next, place the color print cartridge into the cartridge holder on the right as shown:

  1 First slide in the bottom until it clicks into place.

  2 Then push the top forward until the cartridge snaps into place.

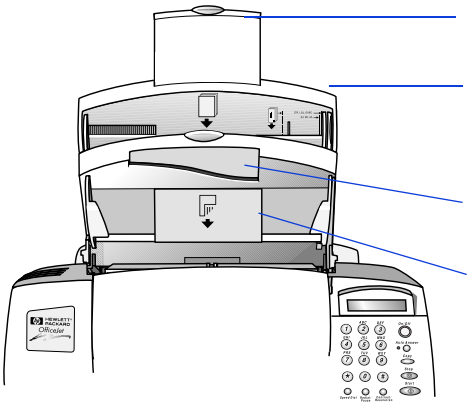


- Remove the black print cartridge from its packaging. Peel off the clear blue tape covering the ink nozzles, then place the black print cartridge into the cartridge holder on the left and push it forward until it snaps into place. Again, try not to touch the ink nozzles or copper contacts.
- Close the HP OfficeJet's cover.

Note: If the print cartridge holder moves out of sight before you finish inserting both print cartridges, close the cover all the way, then open it again; the holder comes back into view. To prevent ink from drying and clogging the nozzles, the holder returns to the parked position after a few minutes.

6. Load the Paper Supply

Now it's time to load blank paper into the paper supply tray. First, a quick description of the parts of the paper/document tray:

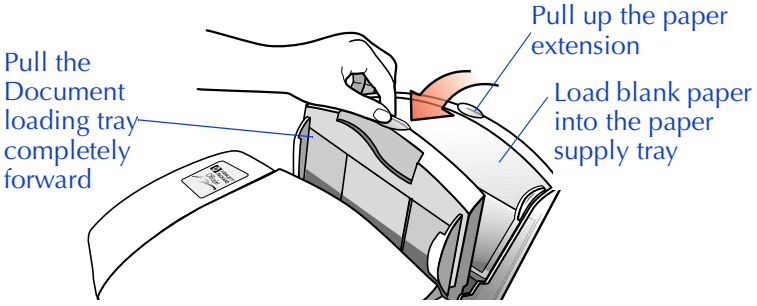


Paper extension - Use this extension to support the paper.

Paper supply tray - Use this tray to load blank paper or a stack of envelopes.

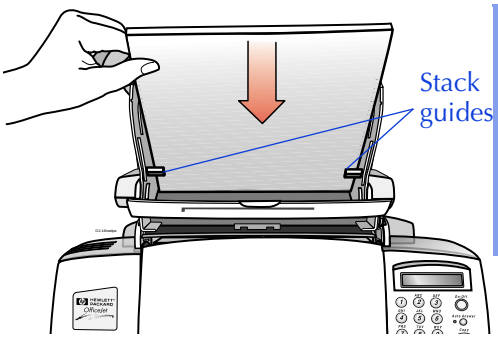
Single-envelope tray - Use this tray to print on a single envelope.

Document loading tray - Use this tray to load your original documents print-side away from you and top-


Pull up the paper extension
Pull the Document loading tray completely forward
Load blank paper into the paper supply tray

- The paper supply tray is factory set for letter- and legal-size paper. If necessary, adjust the left paper guide by pinching and sliding it to fit your paper.

- Load about a 1/2-inch-thick stack of 20-lb paper into the paper supply tray. Make sure the stack of paper fits behind the stack guides on the lower part of the tray. Load paper with the print side facing toward you.

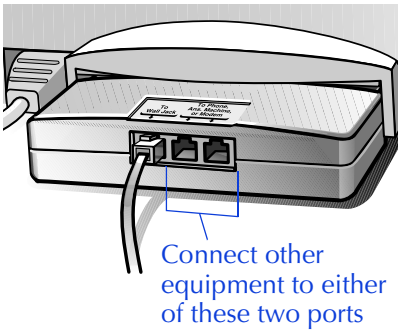


- Push the front document loading tray backward until it rests against the paper supply tray. You may want to pull up the paper extension to support the paper.

Note: See Chapter 6 for detailed instructions on loading envelopes and other special paper/media types.

7. Connect Your Office Equipment - *IMPORTANT!*

When you were installing the fax/phone line connector in Step 2, you may have noticed the two ports on the back of the connector labeled, “To Phone, Answering Machine, or Modem.”



This means that you can use either one of these ports to connect any of these three types of devices you have in your office; the two ports are interchangeable.

Remove the plugs from the two ports. Then refer to the following instructions to connect your other equipment.

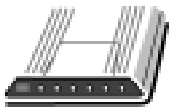
What should you connect?

Based on your specific equipment and the number of telephone lines you have, there is only ONE optimum way to connect. Please read the questions in the following table, circle your answers, then look up the appropriate setup scenario in the following “How should you connect?” section.

Read these questions:	Circle your answers:
❶ Do you subscribe to a distinctive ring service through your telephone company on the same phone line to which you connected your HP OfficeJet (in Step 3)? (This telephone service, which is unavailable in many areas, allows you to have 2 or 3 phone numbers on the same phone line. Each number has a ring with a different pattern so you can tell the difference between incoming calls.)	**Circle A or B below, then read what to do next.** **A.** No, I do not have a distinctive ring service. *Continue with question 2.* **B.** Yes, I have a distinctive ring service. *You do not need to answer any more questions; skip directly to "Shared line with distinctive ring (Case B)" on page 1-22 for connection instructions.*
❷ Is the HP OfficeJet connected to a separate phone line that's dedicated to sending and receiving your fax calls (no voice calls received)?	**Circle C or D below, then read what to do next.** **C.** Yes, the OfficeJet will be connected to a dedicated line. *Skip to question 4.* **D.** No, the OfficeJet will be connected to a shared phone line that receives both fax and voice calls. *Continue with question 3.*
❸ Do you use an answering machine or a voicemail feature in your computer to answer voice calls on your shared phone line?	**Circle E, F, or G below, then continue with question 4.** **E.** I use an answering machine. **F.** I use a voicemail feature in my computer. **G.** I neither use an answering machine nor a voicemail feature in my computer.
❹ Do you have a modem — either internal to your computer or an external box — on the same phone line you will be using for the HP OfficeJet? (If you're not sure if you have a modem, refer to the following section "How to tell if you have a modem" before answering this question.)	**Circle H, I, or J below. Then refer to "How should you connect?" to match all of your responses in this column to the right setup scenario.** **H.** Yes, I have a modem inside my computer. **I.** Yes, I have a modem that's an external box. **J.** No, I don't have any kind of modem.

How to tell if you have a modem

If you answer “Yes” to any of the following questions, then you have a modem. Do you:



- Send/receive faxes directly to/from your computer programs?
- Use electronic mail (e-mail) on your computer?
- Access the Internet or the World Wide Web from your computer?
- Transfer data to or from other computers?

How to tell if your modem is internal or external

If your modem is an internal modem, then you’ll have a phone cord connected to the back of your computer and going to a wall jack.

If your modem is an external modem, a communication cable will be connected from the back of your computer to the box, and a phone cord will go from the box to a wall jack.

How should you connect?

Write down all of your responses to the questions in “What should you connect?” then refer to the appropriate setup case indicated below. For example, if you answered “A” to question 1, “D” to question 2, “E” to question 3, and “H” to question 4, look up “ADEH.”

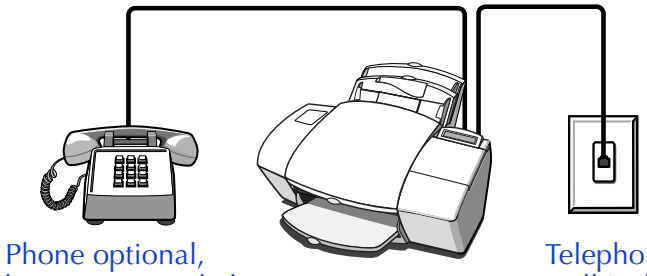
Response:	Refer to this section for connection instructions:
ACJ	“Dedicated line” (page 1-11)
ACH	“Dedicated line with internal modem” (page 1-11)
ACI	“Dedicated line with external modem” (page 1-12)
ADGJ	“Shared line” (page 1-13)
ADGH	“Shared line with internal modem” (page 1-14)
ADGI	“Shared line with external modem” (page 1-15)
ADEJ	“Shared line with answering machine” (page 1-16)
ADFJ	“Shared line with computer voicemail” (page 1-17)
ADEH	“Shared line with internal modem and answering machine” (page 1-18)
ADFH	“Shared line with internal modem and computer voicemail” (page 1-19)
ADEI	“Shared line with external modem and answering machine” (page 1-20)
ADFI	“Shared line with external modem and computer voicemail” (page 1-21)
B	“Shared line with distinctive ring” (page 1-22)

Note: In all connection diagrams, it is always recommended that a phone be connected to your HP OfficeJet. The main benefits of connecting a phone are:

- For the convenience of having a phone close to the HP OfficeJet so that you can reach the **START** button when you receive faxes manually.
- In case you need to send a fax (press **START**) after calling someone who must receive faxes manually.
- For the convenience of making outgoing phone calls.

Dedicated line (Case ACJ)

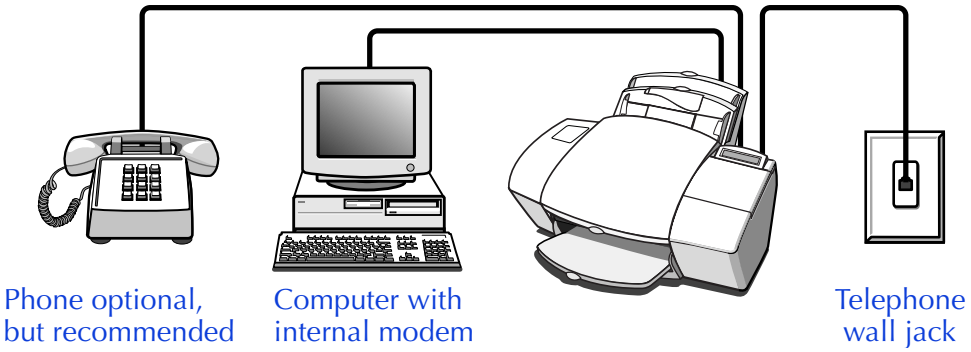
If you connected the HP OfficeJet to a dedicated phone line (no voice calls received) that has no other office equipment connected to it, then use this connection diagram.



- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”
- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here’s how you’ll automatically receive faxes with the HP OfficeJet: **Your fax line will ring once, then the HP OfficeJet will answer and begin emitting fax tones to the sending machine.**
- Continue with Step “8. Install the Software - REQUIRED!”

Dedicated line with internal modem (Case ACH)

If you connected the HP OfficeJet to a dedicated phone line (no voice calls received) that also has an internal modem connected to it, then use this connection diagram.



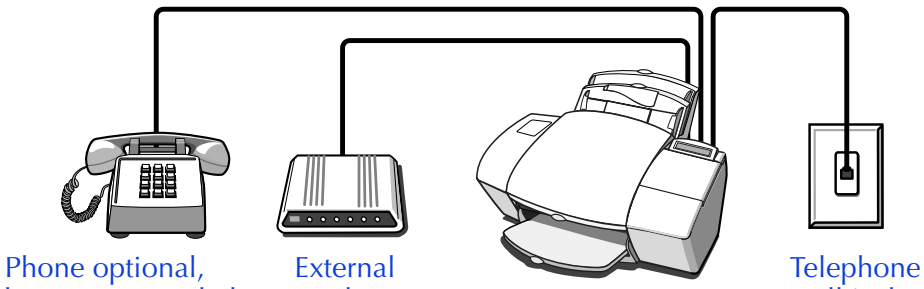
- **Connect your internal modem to the HP OfficeJet.** Find the phone cord that goes from the back of your computer (your internal modem) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

Important: If your internal modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your HP OfficeJet will not be able to receive faxes properly.

- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, "To Phone, Answering Machine, or Modem."
- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the HP OfficeJet: **Your fax line will ring once, then the HP OfficeJet will answer and begin emitting fax tones to the sending machine.**
- Continue with Step "8. Install the Software - REQUIRED!"

Dedicated line with external modem (ACI)

If you connected the HP OfficeJet to a dedicated phone line (no voice calls received) that also has an external modem connected to it, then use this connection diagram.



- **Connect your external modem to the HP OfficeJet.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, "To Phone, Answering Machine, or Modem."

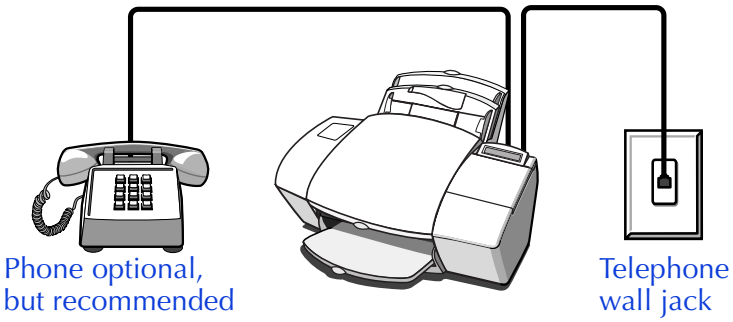
  Important: If your external modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your HP OfficeJet will not be able to receive faxes properly.

- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, "To Phone, Answering Machine, or Modem."

- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the HP OfficeJet: **Your fax line will ring once, then the HP OfficeJet will answer and begin emitting fax tones to the sending machine.**
- Continue with Step "8. Install the Software - REQUIRED!"

Shared line (Case ADGJ)

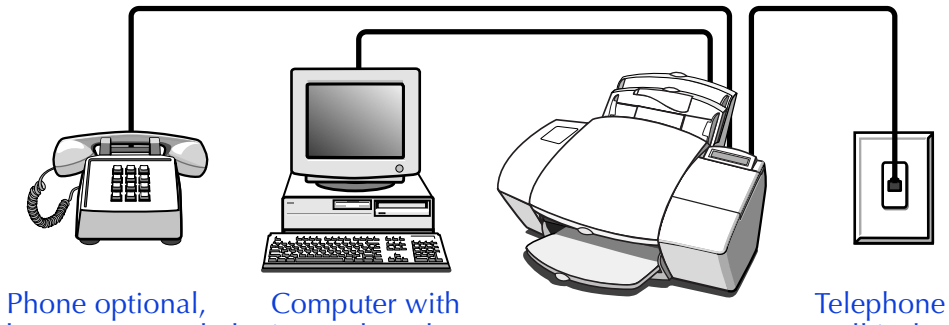
If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that has no other office equipment connected to it, then use this connection diagram.



- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, "To Phone, Answering Machine, or Modem."
- With this setup, you'll need to **receive faxes manually**; the HP OfficeJet will NOT answer incoming calls automatically. **To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the HP OfficeJet, then hang up the phone.** Refer to "Manually receiving faxes" on page 3-8 for more information.
- Continue with Step "8. Install the Software - REQUIRED!"

Shared line with internal modem (Case ADGH)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an internal modem connected to it, then use this connection diagram.



- **Connect your internal modem to the HP OfficeJet.** Find the phone cord that goes from the back of your computer (your internal modem) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: If your internal modem’s software is set to automatically receive faxes to your computer, turn off that setting; if you don’t, your HP OfficeJet will not be able to receive faxes properly.

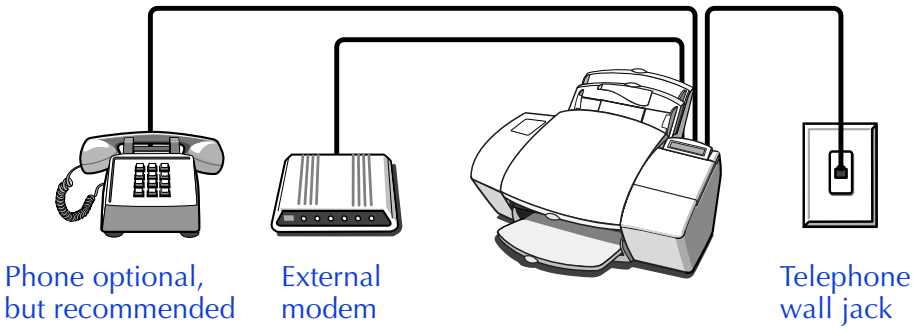
- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

- With this setup, you will need to **receive faxes manually**; the HP OfficeJet will NOT answer incoming calls automatically. **To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the HP OfficeJet, then hang up the phone.** Refer to “Manually receiving faxes” on page 3-8 for more information.

- Continue with Step “8. Install the Software - REQUIRED!”

Shared line with external modem (Case ADGI)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an external modem connected to it, then use this connection diagram.



- **Connect your external modem to the HP OfficeJet.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: If your external modem’s software is set to automatically receive faxes to your computer, turn off that setting; if you don’t, your HP OfficeJet will not be able to receive faxes properly.

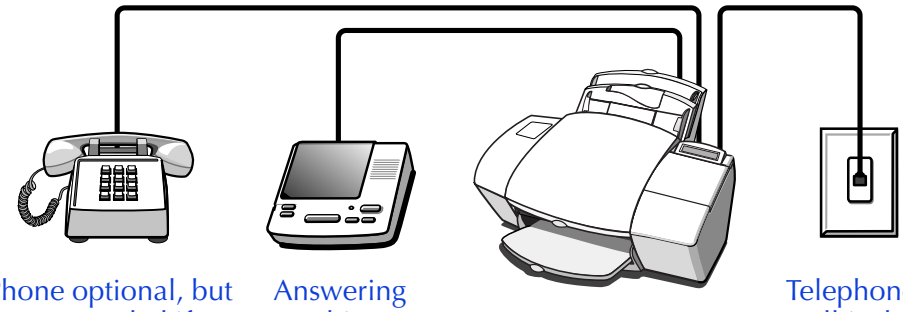
- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

- With this setup, you will need to **receive faxes manually**; the HP OfficeJet will NOT answer incoming calls automatically. **To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the HP OfficeJet, then hang up the phone.** Refer to “Manually receiving faxes” on page 3-8 for more information.

- Continue with Step “8. Install the Software - REQUIRED!”

Shared line with answering machine (Case ADEJ)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an answering machine connected to it, use this connection diagram.



Phone optional, but recommended if there's no phone handset on your answering machine

Answering machine

Telephone wall jack

- **Connect your answering machine to the HP OfficeJet.** Plug the phone line from your answering machine to either of the ports labeled, "To Phone, Answering Machine, or Modem" on the back of the HP OfficeJet.

  Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes properly.

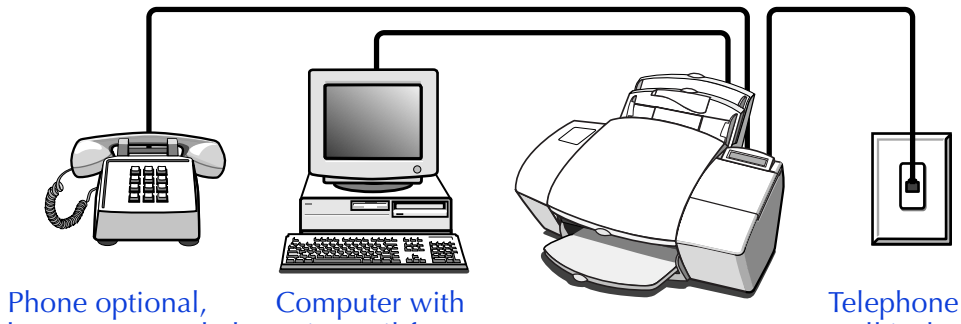
- **Connect your phone to the HP OfficeJet.** If your answering machine doesn't have an attached phone handset, connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, "To Phone, Answering Machine, or Modem."

- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the HP OfficeJet: **Your answering machine will pick up the call after the number of rings you've set, then the HP OfficeJet will "listen" while the answering machine plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the answering machine and receive the fax. If you don't connect your answering machine directly to the HP OfficeJet as described here, you may not receive your faxes properly.**

- Continue with Step "8. Install the Software - REQUIRED!"

Shared line with computer voicemail (Case ADFJ)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has computer voicemail, use this connection diagram.



- **Connect your computer voicemail phone cord to the HP OfficeJet.** Locate the phone cord that goes from the back of your computer to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: Set your voicemail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don’t, you may not receive faxes properly.

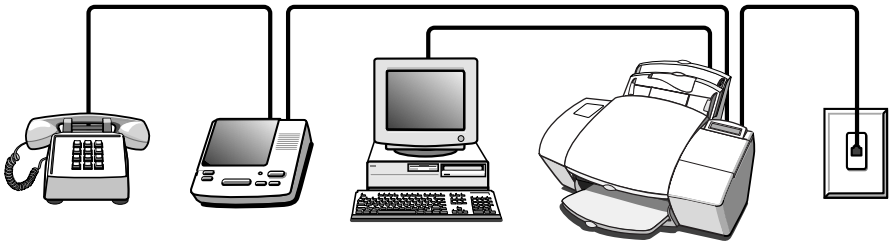
- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here’s how you’ll automatically receive faxes with the HP OfficeJet: **Your computer voicemail will pick up the call after the number of rings you’ve set, then the HP OfficeJet will “listen” while voicemail plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the voicemail and receive the fax. If you don’t connect your computer voicemail phone cord directly to the HP OfficeJet as described here, you may not receive your faxes properly.**

- Continue with Step “8. Install the Software - REQUIRED!”

Shared line with internal modem and answering machine (Case ADEH)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an internal modem and an answering machine connected to it, use this connection diagram.



Phone optional, but recommended | Answering machine | Computer with internal modem | Telephone wall jack

- **Connect your internal modem to the HP OfficeJet.** Find the phone cord that goes from the back of your computer (your internal modem) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: If your internal modem’s software is set to automatically receive faxes to your computer, turn off that setting; if you don’t, your HP OfficeJet will not be able to receive faxes.

- **Connect your answering machine to the HP OfficeJet.** Plug the phone line from your answering machine to either of the ports labeled, “To Phone, Answering Machine, or Modem” on the back of the HP OfficeJet.

  Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don’t, you may not receive faxes.

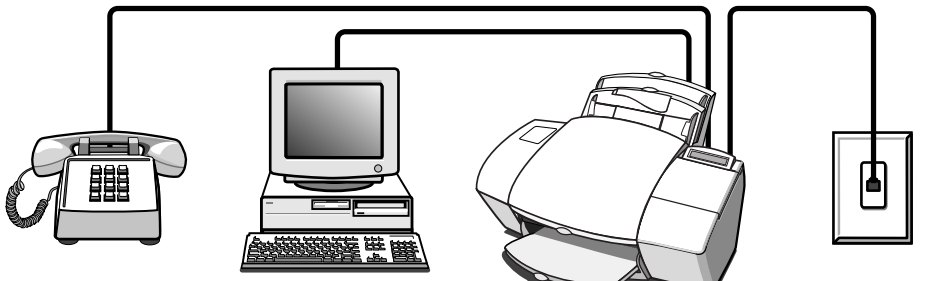
- **Connect your phone to your answering machine.** Connect the cord from your phone to the back of your answering machine.

- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here’s how you’ll automatically receive faxes with the HP OfficeJet: **Your answering machine will pick up the call after the number of rings you’ve set, then the HP OfficeJet will “listen” while the answering machine plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the answering machine and receive the fax. If you don’t connect your answering machine directly to the HP OfficeJet as described here, you may not receive your faxes.**

- Continue with Step “8. Install the Software - REQUIRED!”

Shared line with internal modem and computer voicemail (Case ADFH)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an internal modem connected to it and computer voicemail, use this connection diagram.



Phone optional, but recommended

Computer with internal modem and voicemail feature

Telephone wall jack

- **Connect your internal modem and voicemail phone cord to the HP OfficeJet.** Find the phone cord that goes from the back of your computer (for your internal modem and voicemail) to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: Set your voicemail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don’t, you may not receive faxes.

  Important: If your internal modem’s software is set to automatically receive faxes to your computer, turn off that setting; if you don’t, your HP OfficeJet will not be able to receive faxes properly.

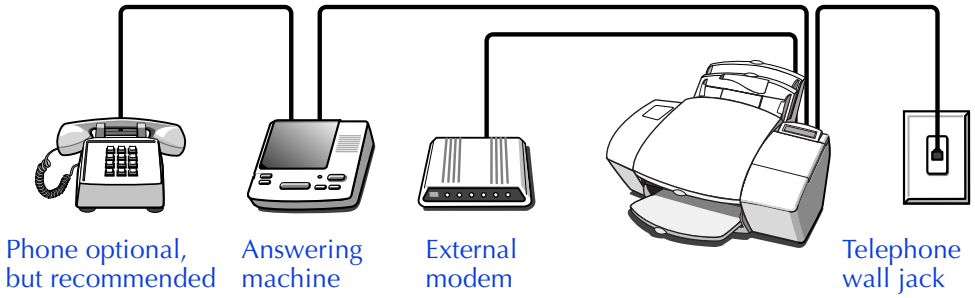
- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here’s how you’ll automatically receive faxes with the HP OfficeJet: **Your computer voicemail will pick up the call after the number of rings you’ve set, then the HP OfficeJet will “listen” while voicemail plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the voicemail and receive the fax. If you don’t connect your computer voicemail phone cord directly to the HP OfficeJet as described here, you may not receive your faxes properly.**

- Continue with Step “8. Install the Software - REQUIRED!”

Shared line with external modem and answering machine (Case ADEI)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an external modem and an answering machine connected to it, then use this connection diagram.



- **Connect your external modem to the HP OfficeJet.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, "To Phone, Answering Machine, or Modem."

  Important: If your external modem's software is set to automatically receive faxes to your computer, turn off that setting; if you don't, your HP OfficeJet will not receive faxes properly.

- **Connect your answering machine to the HP OfficeJet.** Plug the phone line from your answering machine to either of the ports labeled, "To Phone, Answering Machine, or Modem" on the back of the HP OfficeJet.

  Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don't, you may not receive faxes.

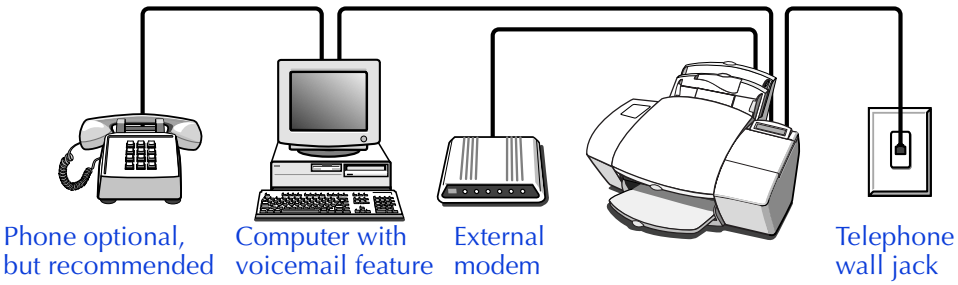
- **Connect your phone to your answering machine.** Connect the cord from your phone to the back of your answering machine.

- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here's how you'll automatically receive faxes with the HP OfficeJet: **Your answering machine will pick up the call after the number of rings you've set, then the HP OfficeJet will "listen" while the answering machine plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the answering machine and receive the fax. If you don't connect your answering machine directly to the HP OfficeJet as described here, you may not receive your faxes properly.**

- Continue with Step "8. Install the Software - REQUIRED!"

Shared line with external modem and computer voicemail (Case ADFI)

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an external modem and computer voicemail, then use this connection diagram.



- **Connect your external modem to the HP OfficeJet.** Find the phone cord that goes from the back of your external modem to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: If your external modem’s software is set to automatically receive faxes to your computer, turn off that setting; if you don’t, your HP OfficeJet will not be able to receive faxes.

- **Connect your computer voicemail phone cord to the HP OfficeJet.** Locate the phone cord that goes from the back of your computer to a wall jack. Disconnect the cord from the wall jack and plug it into either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: Set your voicemail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting message is no longer than 30 seconds. If you don’t, you may not receive faxes.

- **Connect your phone to your computer voicemail.** Connect the cord from your phone to the back of your computer voicemail.

- After you install the software in Step 8, and answer the Setup Wizard questions for this connection case, here’s how you’ll automatically receive faxes with the HP OfficeJet: **Your computer voicemail will pick up the call after the number of rings you’ve set, then the HP OfficeJet will “listen” while voicemail plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the voicemail and receive the fax. If you don’t connect your computer voicemail phone cord directly to the HP OfficeJet as described here, you may not receive your faxes properly.**

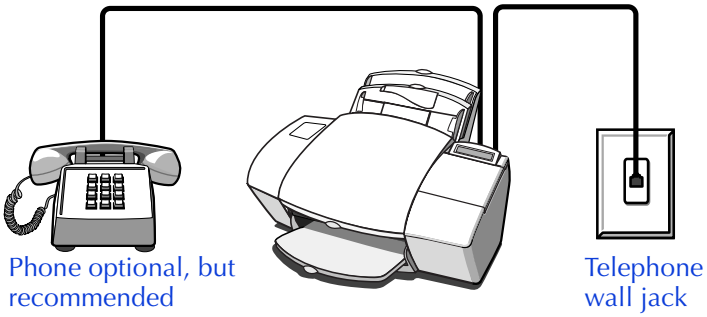
- Continue with Step “8. Install the Software - REQUIRED!”

Shared line with distinctive ring (Case B)

If you connected the HP OfficeJet to a phone line that uses a distinctive ring service through your telephone company, use this connection diagram.

The distinctive ring telephone service, which is unavailable in many areas, allows you to have 2 or 3 phone numbers on the same phone line. Each number has a ring with a different pattern so you can tell the difference between incoming calls.

For more detailed information on setting up Distinctive Ring, refer to “Using Distinctive Ring” on page 3-21.



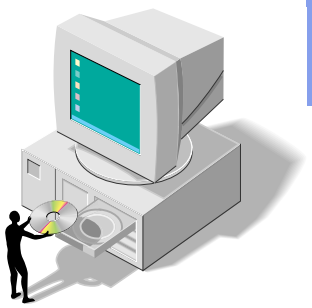
- **Connect your phone to the HP OfficeJet.** Connect the cord from your phone to either of the two ports on the back of the HP OfficeJet labeled, “To Phone, Answering Machine, or Modem.”

  Important: If you have an answering machine for receiving voice calls on this phone line (different phone number), set it to answer after 3 or more rings. If you don’t, your HP OfficeJet will not be able to receive your fax calls.

  Important: If you have an internal modem or an external modem on this phone line (different phone number), turn off the setting in the modem’s software that automatically receives faxes to your computer; if you don’t, your HP OfficeJet will not be able to receive faxes properly.

- Continue with Step “8. Install the Software - REQUIRED!”

8. Install the Software - *REQUIRED!*



You must install the software before using your new HP OfficeJet – if you do not, the HP OfficeJet will not work.

If you don't have a CD-ROM drive, contact the HP OfficeJet Fulfillment Center at 1-888-HPDISKS (1-888-473-4757) to receive the software on 3.5-inch floppy diskettes by overnight mail.

Important: If you are upgrading, you must remove the previous version of HP OfficeJet software before installing the new version. Refer to "Uninstalling the software" on page 7-21 for more information.

1. Turn on your computer.

2. This step has two sets of instructions: one for Windows 95, and one for Windows 3.1.

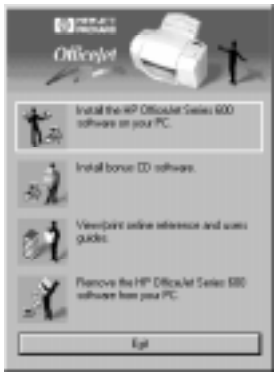
Windows 95:

If the "New Hardware Found" screen displays, close it by clicking the **X** in the upper right corner or the **Cancel** button.

Insert the HP OfficeJet CD into the CD-ROM drive, or if you have floppy disks, insert Disk #1 into the floppy drive. If you're installing from the CD, the HP OfficeJet Welcome screen will be displayed after a few seconds. If you're installing from a floppy disk, choose **Run** from the Windows 95 **Start** menu, then type **a:\setup.exe** where "a:" represents the letter of the floppy drive. Click **OK**. Continue at step 3.

Windows 3.1:

Insert the HP OfficeJet CD into the CD-ROM drive, or if you have floppy disks, insert Disk #1 into the floppy drive. Choose **Run** from the **File** menu in the Program Manager, then type **d:\setup.exe** where "d:" represents the letter of the CD-ROM drive or floppy drive. Click **OK**.



3 At the HP OfficeJet Welcome screen, click **Install the HP OfficeJet Series 600 software on your PC** to begin installing the software. You'll be asked to confirm the file location and computer port where the OfficeJet will be installed. Follow all instructions on the screen.

After the files are copied to your computer, you may choose to install the OmniPage LE software for scanning text for editing. If you do not want to install it now, click **Cancel** to continue with the HP OfficeJet software setup.

The HP OfficeJet Setup Wizard will help you customize your HP OfficeJet so that it runs best with your particular office setup.

9. Make Sure Everything Works Properly

Congratulations! Your office is now set up to print, fax, copy and scan with your new HP OfficeJet.

If you want to make sure everything is working well — or to get a quick start on learning some basics — follow the instructions below to print, fax, copy, and scan.

Print a report

Print the Self Test Report to test the printing feature. Here's how:

1 On your Windows desktop, double-click **HP OfficeJet Manager**, click **HP OfficeJet**, then select **Settings and Maintenance**.

2 Click the **Maintenance** tab, then click **Self Test** to begin printing the Self Test Report.

This report shows you the current and factory settings in your HP OfficeJet, and can help you diagnose print cartridge problems.

Receive a fax

To verify that you can receive faxes properly, call 1-800-44FAXHP to have HP product information faxed to you.

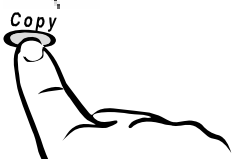
If you have any trouble receiving the fax, review Step “7. Connect Your Office Equipment - IMPORTANT!” If you still have problems, refer to Chapter 7: Getting Help.

Make a copy

Make a copy of the Self Test Report to test the copying feature.

1. Place the report in the document tray with the printed side facing away from you.

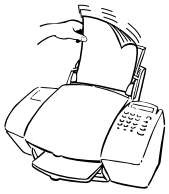
2. Press the **Copy** button once, then enter the number of copies you want (up to 99).



3. Press the **Copy** button again to begin copying.

Scan a page to your computer

Scan the Self Test Report to test the scanning feature. Here’s how:



1. Place the report in the document tray with the printed side facing away from you.
2. Now look at your computer screen! The Document Assistant asks you what you want to do. Click **Scan**. The Scan dialog box will be displayed.
3. Click **Start Scan** to begin scanning. The scanned document displays on your computer screen.

What's Next?

For a really quick start, try this:

- Read through Chapter 2: Quick Tour. This chapter will get you up-and-running quickly, as well as point you in the direction of help alternatives (if you should need them).
- While using the software, click **Help** to get information you need, *when* you need it.
- If you get stuck, refer to Chapter 7: Getting Help. You'll find lots of troubleshooting information and other sources of help.

2 Quick Tour

Read this chapter for a quick start in learning the basics. This is the “executive summary” that contains abbreviated information about how to do your everyday tasks. You’ll also find many pointers to more information and how to get help.

Loading the Paper Supply 2-2

Using a Scan/Copy Sleeve to Protect Your Original 2-3

Sending Faxes 2-4

- Faxing paper documents 2-4
  - From the keypad 2-4
  - From the Document Assistant 2-5
- Sending a fax directly from your software program 2-6

Copying 2-7

- Copying from the keypad 2-7
- Copying from the Document Assistant 2-8

Scanning 2-9

- Scanning images 2-9
- Scanning text for editing (OCR) 2-10

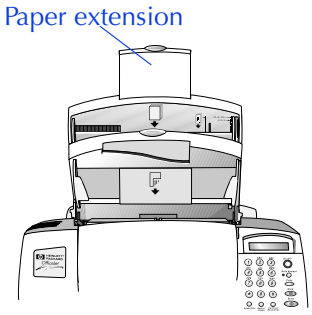
Printing 2-10

Using the Help System 2-11

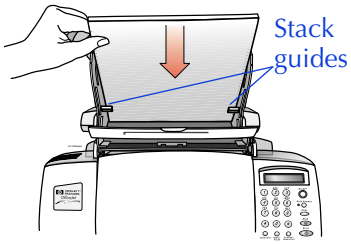
Other ways to get help 2-12

Loading the Paper Supply

1. Pull the document tray forward all the way until it snaps into the upright position.



2. Pull up the paper extension at the back of the HP OfficeJet to support the paper.



3. Load about a 1/2-inch-thick stack of 20-lb paper into the paper tray. The paper should fit behind the stack guides on the lower part of the tray as shown.

Notes:

- Use only plain letter- or legal-size paper for copying.
- If you change the paper size in the tray, be sure to update the paper size setting in the software. Refer to “Changing the paper size setting” on page 3-23 for instructions.

4. Push the document tray back to its normal position, resting in front of the paper tray.
5. Extend the output tray slowly until it stops.

Using a Scan/Copy Sleeve to Protect Your Original

Several scan/copy sleeves are provided to protect fragile or damaged original documents or photos while faxing, copying, or scanning them. These sleeves have a transparent plastic front and white paper backing.

Place your document inside a scan/copy sleeve when your original document is:

- Smaller than standard letter size (8.5 x 11 inches). Non-standard pages may not load properly and could jam.
- Torn. Rough edges may cause a paper jam.
- Precious or fragile. For example, a photograph or a legal document.
- Very thin paper. Less than 20-lb weight paper may not load properly and could jam.

When placing the scan/copy sleeve into the document tray, load it with the sealed edge down and the transparent side facing away from you.

Caution: To avoid damaging the HP OfficeJet, do not use the scan/copy sleeves to protect anything thicker than a photograph.

Sending Faxes

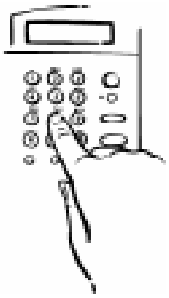
With the HP OfficeJet, you can fax paper documents or you can send faxes directly from your computer.

Faxing paper documents

You can fax paper documents using either the keypad on the HP OfficeJet or the Document Assistant screen on your computer. Use the keypad for basic faxing; use the Document Assistant when you want additional fax options like attaching a cover sheet, or sending to more than one location.

From the keypad

1. Load your document (up to 20 pages) top down in the document tray with the printed side facing away from you. If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.



2. Dial the fax number on the keypad.

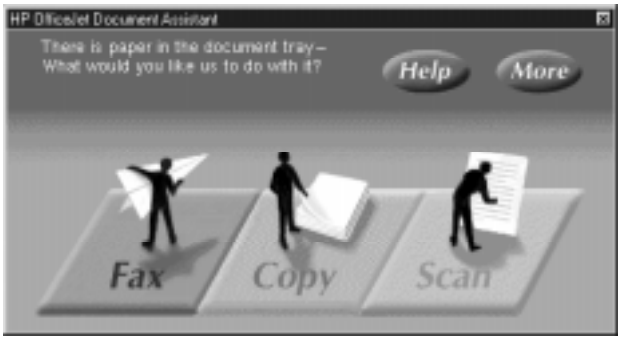
3. Press the **Start** button to begin faxing.

   For information on redialing and other dialing methods, see Chapter 3: Faxing.

From the Document Assistant

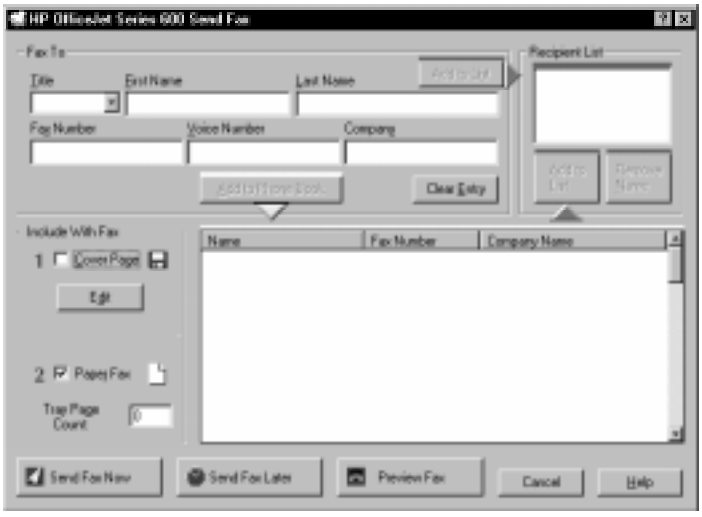
1. Load your document (up to 20 pages) top down in the document tray with the printed side facing away from you. Look at your computer screen.

The Document Assistant displays on your computer screen when you load your document into the document tray.



2. Click **Fax** and explore the additional options you have in the Send Fax dialog box, such as attaching a cover sheet. To find out more about the settings in the Send Fax dialog box, click the **Help** button.

The Send Fax dialog box has additional faxing options.



3. Enter the fax number and any other information, then click **Send Fax Now** to begin sending.

Sending a fax directly from your software program

1. While your software program is open and your document file is displayed on your computer screen, select **Print** from the **File** menu.
2. Select **HP OfficeJet Series 600 Fax** as the printer and click **OK**.

   Note: Select this name from wherever your software program stores the printer list. For example, in Microsoft Word you can find the printer list by clicking the **Printer** button in the Print dialog box.
3. Print the document. The Send Fax dialog box displays.
4. Enter the fax number and any other information, then click **Send Fax Now** to begin faxing.

These related topics are described in the HP OfficeJet Help:

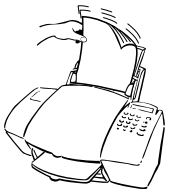
- Options available in the Send Fax dialog box — click the **Help** button in the lower right corner.
- How to use the Phone Book for entering fax names, numbers and speed dial setup — double-click **HP OfficeJet Manager** on your Windows desktop, click **Fax**, and select **Phone Book**. Then click the **Help** button in the lower right corner.

Copying

Use the keypad to copy in black & white only. If you want to make a color copy, use the Document Assistant.

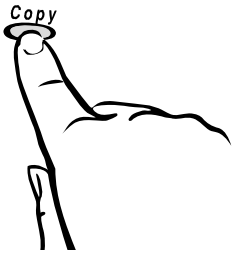
Make sure blank paper is loaded in the paper tray. Only letter- and legal-size paper may be used for copying.

Copying from the keypad



1. Load your document (up to 20 pages) in the document tray with the printed side facing away from you. If necessary, slide the document guides to adjust them for the width of your document.

2. Press the **Copy** button, then enter the number of copies you want (up to 99).
3. Press the **Copy** button again to begin copying.

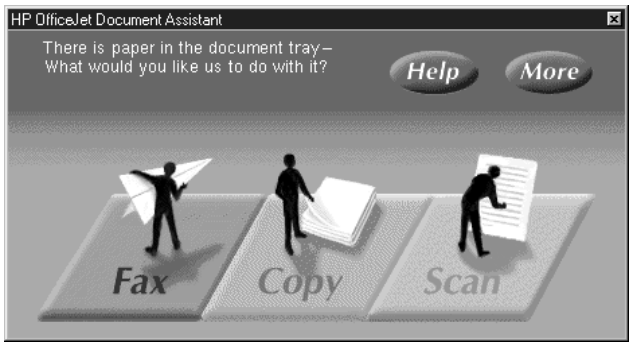


See Chapter 4 for more detailed information about copying.

Copying from the Document Assistant

1. Load your document in the HP OfficeJet's document tray, then look at your computer screen.

The Document Assistant asks you what you want to do.



2. Click **Copy** and the Copy dialog box displays.

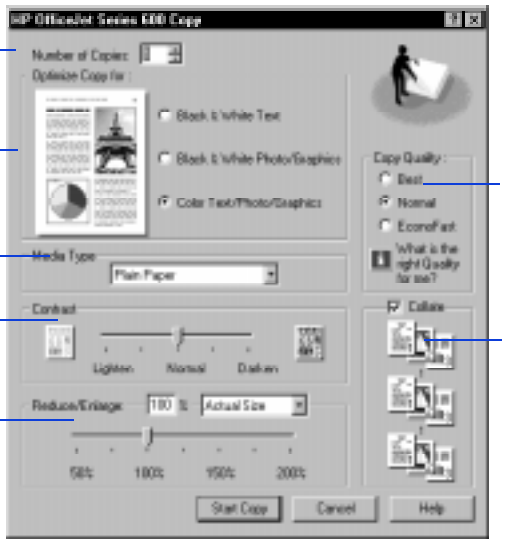
Enter the number of copies – up to 99

Select color or black & white copying

Select the print media

Make the copy lighter or darker than the original

Reduce as small as 50% or enlarge as much as 200% of your original



Select the print mode of your copy

Turn on or off collating

3. When finished making your custom selections, click **Start Copy** to begin copying.

For more information about the settings in the Copy dialog box, click the **Help** button on the lower right corner of the screen, or refer to Chapter 4.

Scanning

Scanning images

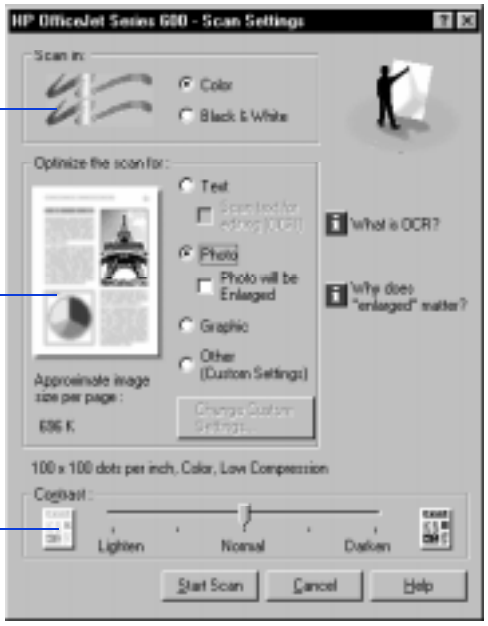
1. Load your document (up to 20 pages) top down in the document tray with the printed side facing away from you. If necessary, slide the document guides to adjust them for the width of your document. The Document Assistant displays on your computer screen.

2. Click **Scan** at the Document Assistant. The Scan Settings dialog box displays.

Click Color or Black & White to select how you want the image to be scanned

Click Text, Photo, Graphic, or Other to optimize one of these during the scan

If necessary, adjust the contrast



3. Click **Start Scan** to begin scanning. The document displays on your computer screen as it is scanned.

4. Now you can edit your image in the HP Image Viewer. Refer to “Scan Image Viewer” on page 5-5 for more information.

For more information about scanning images, see Chapter 5: Scanning, click the **Help** button in the Scan Settings dialog box, pull down the **Help** menu in the Image Viewer screen and select **Help Topics**, or refer to the *How to Scan with Your HP OfficeJet* booklet.

Scanning text for editing (OCR)

Note: Scanning text for editing will only work if OmniPage LE is installed on your computer. For more information on installing HP OfficeJet software, refer to Step “8. Install the Software - REQUIRED!” on page 1-23.

1. Follow the previous instructions for scanning images, except click **Text** and then select the **Scan text for editing (OCR)** checkbox in the “Optimize the scan for:” section.

2. The scanned text will appear in your selected word processor for editing. Make sure you proofread the text in your word processor and edit the document accordingly.

Printing

You can print on many types of paper and other media: plain paper, premium paper, transparencies, envelopes, and more. Refer to Chapter 6 for specific information on supported media sizes, types, and weights, and for special loading instructions.

- To access the print settings — the Paper, Setup, and Advanced tabs — double-click **HP OfficeJet Manager** on your Windows desktop, click **Print**, then select **Print Settings**.

Explore all three Print settings tabs: Paper, Setup, and Advanced.

See the Help system and Chapter 6 for more information on printing and the print settings.

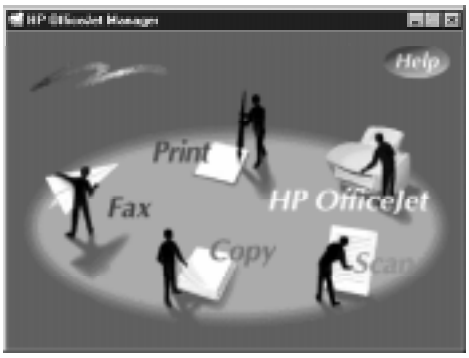
Using the Help System

When you need help just click the **Help** button on any of the HP OfficeJet dialog boxes, or explore the many topics from the main menu of Help. Here's how to access the main menu:

Click the Help button in either the **HP OfficeJet Manager** or the **Document Assistant**.

Note: You can also access the HP OfficeJet Manager by clicking **More** in the Document Assistant.

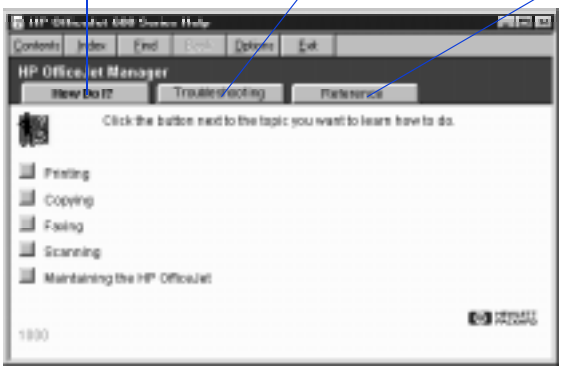
The HP OfficeJet Manager menu.



Provides step-by-step instructions on accomplishing your tasks

Helps you pinpoint the causes of problems and solve any difficulties you may experience

Contains other information you might like to know about your HP OfficeJet, as well as a detailed guide to using each feature in the software



- **?** - Help is also available in every HP OfficeJet dialog box. Click the **?** in the upper right corner of the dialog box, then click the setting you want to know more about. A brief description of the setting will be displayed.

Other ways to get help

Here are some other ways to get help if you need it:

If you need to . . .	Look at . . .
Make changes to your HP OfficeJet equipment or software setup	• *Ready, Setup, Go* guide • Chapter 1 of this *User's Guide*
Verify correct operation of your HP OfficeJet	• Chapter 1, "9. Make Sure Everything Works Properly" section
Understand the meaning of a particular message displayed on the HP OfficeJet's keypad	• Chapter 7, "Understanding the Messages Displayed on the Keypad" section
Call someone to help you solve a problem, get product information, or place an order	• Chapter 7, "Sources of Information and Help" section
See a list of detailed HP OfficeJet specifications	• Chapter 8
Get more information about scanning	• *How to Scan with Your HP OfficeJet* booklet

3 Faxing

Read this chapter to learn how to send and receive faxes, both from the HP OfficeJet's keypad and from the software. You'll also learn how to change the fax settings in both locations.

Sending a Paper Document 3-2
- Sending from the keypad 3-2
- Sending from the Document Assistant 3-5

Sending a Fax Directly from Your Software Program 3-6

Receiving Printed Faxes 3-7
- Answering settings 3-7
- Manually receiving faxes 3-8
- Receiving faxes to your PC 3-8

Using Advanced Fax Features and Settings 3-9
- Advanced fax send settings 3-9
- Advanced fax receive settings 3-19
- Viewing lists of all sent and received faxes 3-24
- Printing the fax reports 3-24
- Adjusting sound volumes 3-25
- Changing the time and date 3-25

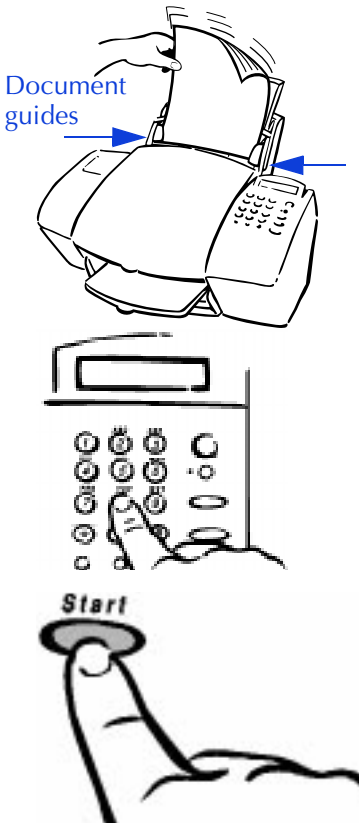
Standalone Faxing 3-26
- Standalone vs. PC Connected 3-26

Sending a Paper Document

To fax a paper document, load the document in the document tray, then *either* dial from the keypad, *or* select Fax from the Document Assistant.

Note: You may want to use the scan/copy sleeves provided to protect fragile or damaged original documents or photos for faxing. For more information regarding these sleeves, refer to “Using a Scan/Copy Sleeve to Protect Your Original” on page 2-3.

Sending from the keypad



1. Load your document top down in the document tray, and with the printed side facing away from you. You can load up to 20 pages, or a single scan/copy sleeve.

   If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

   Note: Always remove staples and paper clips from your original before faxing to avoid equipment damage.

2. Dial the fax number on the HP OfficeJet’s keypad.

   Note: When entering the fax number, be sure to include all the numbers you would enter if you were dialing the number from a phone. (For example, enter 1 and the area code for long-distance calls.)

3. Press the **Start** button to begin faxing.

   To cancel a fax in progress, press the **Stop** button on the HP OfficeJet’s keypad.

These related topics are described later in this chapter:

- Resolution and Contrast settings are described under “Controlling how your faxed documents will look” on page 3-9.
- Redialing instructions are under “Redialing a fax number” on page 3-13.

Dialing in real time

With the faxing method described above, dialing begins *after* you press the **Start** button. There may be times, however, when you want the HP OfficeJet to dial the numbers as you press them. For example, if you're charging your fax call to a calling card, you'll need to wait for the acceptance tone of your telephone company before dialing the calling card number.

Note: If you have turned off the HP OfficeJet sound, click **HP OfficeJet** in the HP OfficeJet Manager and select **Settings and Maintenance**. The **Sound Volume** should be set to either **Medium** or **Loud** for dialing in real time.

To dial in real time:

1. Load your document in the document tray.
2. Press the **Start** button on the HP OfficeJet's keypad.

   The message display on the HP OfficeJet will read, *"Off hook..."* and you'll hear a dial tone.
3. Dial the number, just as you would using a telephone. If you are using a calling card, follow the instructions on your card.

Dialing from a telephone that's connected directly to the HP OfficeJet

Instead of dialing from the HP OfficeJet's keypad, you may prefer to dial the fax number directly from a telephone. Use a phone that's connected either directly to the back of the HP OfficeJet, or to another device that's connected directly to the back of the HP OfficeJet (like an answering machine or modem).

To dial directly from a telephone:

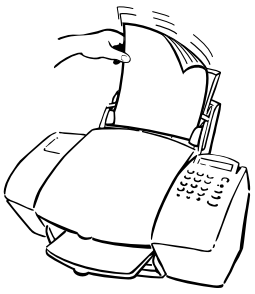
1. Load your document in the document tray.
2. Pick up the handset of your telephone.

   The message display on the HP OfficeJet will read, *"Phone off-hook."*
3. Dial the fax number on the telephone's keypad and wait for the line to begin ringing.
4. Press the **Start** button on the HP OfficeJet to begin faxing.

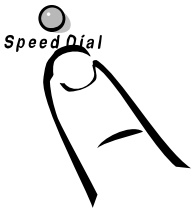
Speed dialing

Once you've assigned speed dial codes to your fax numbers using the HP OfficeJet Manager software (see "Advanced fax send settings" on page 3-9), you can quickly dial those numbers using the **Speed Dial** button and a one- or two-digit speed dial code.

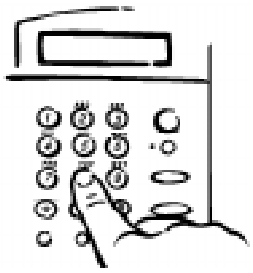
To speed dial:



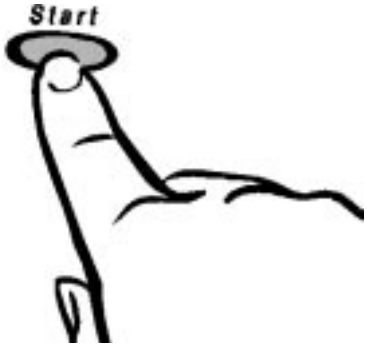
1. Load your document in the document tray.



2. Press the **Speed Dial** button on the HP OfficeJet's keypad.



3. Dial the 1- or 2-digit speed dial code.



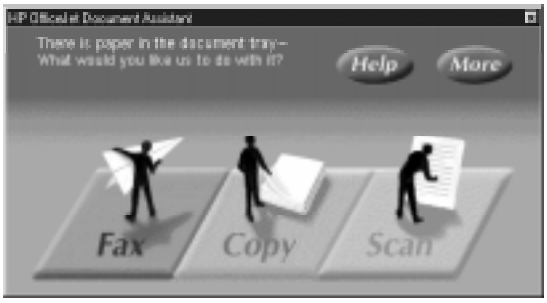
4. Press the **Start** button on the HP OfficeJet's keypad.

Sending from the Document Assistant

1. Load your document top down in the document tray, and with the printed side facing away from you. You can load up to 20 pages, or a single scan/copy sleeve. If necessary, adjust the guides for the width of your document. The Document Assistant is displayed on your computer screen.

   Note: Always remove staples and paper clips from your original before faxing to avoid equipment damage.

When you load your document, the Document Assistant asks you what you want to do.



2. Click **Fax**. The Send Fax dialog box displays.

Enter the fax number or a Phone Book entry

3. Enter the fax number in the **Fax Number** box, or click an entry in your Phone Book. Enter any other information, such as a name.

   Note: When entering the fax number, include all the numbers you would enter if you were dialing the number from a phone. (For example, enter 1 and the area code for long-distance calls.)

   For more information about the features and settings in the Send Fax dialog box, click the **Help** button.

4. When you're ready to begin sending, click **Send Fax Now**.

   To cancel a fax in progress, press **Stop** on the keypad.

These related topics are described later in this chapter:

- Resolution and Contrast settings are described under “Controlling how your faxed documents will look” on page 3-9.
- Redialing instructions are under “Redialing a fax number” on page 3-13.

Sending a Fax Directly from Your Software Program

You don’t need to print a document before faxing it. When you want to fax a document directly from your software program, use this procedure.

1. While your software program is open and your document file is displayed, select **Print** from the **File** menu.
2. Select **HP OfficeJet Series 600 Fax** as the printer and click **OK**. (Note: Select this name from where your software program stores the printer list. For example, in Microsoft Word you can find the printer list by clicking the Printer button in the Print dialog box.)
3. Print the document. The Send Fax dialog box displays.
4. Enter the fax number in the Fax Number box, or select an entry in your Phone Book. Enter any other information, such as a name.
5. Click **Send Fax Now** to begin sending the fax. To cancel a fax in progress, press **Stop** on the HP OfficeJet’s keypad.

These related topics are described later in this chapter:

- Resolution and Contrast settings are described under “Controlling how your faxed documents will look” on page 3-9.
- Redialing instructions are under “Redialing a fax number” on page 3-13.

Receiving Printed Faxes

The HP OfficeJet is factory-set to print received faxes. Before you receive a fax call, be sure to load the paper for receiving faxes, as described in the section “Loading the Paper Supply” on page 2-2.

Answering settings

When you installed the HP OfficeJet Series 600 software, the Setup Wizard asked you a series of questions about your phone lines and equipment. Your answers determined which option was automatically chosen for each of the Answering settings, and therefore determined how your HP OfficeJet was set up to receive faxes.

There are two answering settings that affect how you receive faxes:

- **Phone Answering** (Automatic or Manual). When set to Automatic, the HP OfficeJet will automatically answer every call received at your fax number. When set to Manual, you must answer fax calls manually (see the following section, “Manually Receiving Faxes” for instructions).

  For instructions on how to change this setting, refer to “Phone Answering: Automatic or Manual” on page 3-19.

- **Rings to Answer** (1 ring through 6 rings). When Phone Answering is set to Automatic, the HP OfficeJet will automatically answer all calls after the number of rings specified in this setting. For example, when Rings to Answer is set to 1 ring, your fax line will ring once, then the HP OfficeJet will begin sending fax tones. For instructions on how to change this setting, refer to “Changing the number of rings before answering” on page 3-20.

Notes:

- If you *haven’t* changed your office equipment setup since you answered the questions in the software during installation, don’t change your answering settings now or you may not receive your faxes properly. If you *have* changed your office equipment setup, refer to “Updating your fax receive setup” on page 3-22 for instructions on how to re-run the HP OfficeJet Setup Wizard.

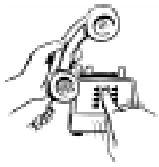
- For a detailed description of how your office equipment should be set up and the corresponding answering settings, see Step “7. Connect Your Office Equipment - IMPORTANT!” on page 1-7.

Manually receiving faxes

If you're set up to receive faxes manually (Auto Answer light on keypad is off), use the following procedure to receive faxes.

Make sure there are no documents in the document tray, or they may be faxed after the next steps.

Press START OR



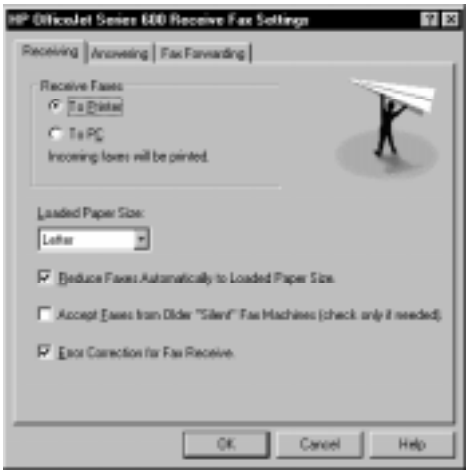
Dial 1-2-3 from an extension

1. When the HP OfficeJet rings, pick up the handset of a telephone that's on the same telephone line as the HP OfficeJet.
2. Listen for the fax tone, press the **Start** button on the HP OfficeJet's keypad, OR, if you're receiving from an extension phone (one that's on the same telephone line as the HP OfficeJet, but not connected directly to it), dial 123.
3. Now you can hang up the phone or you can stay on the line to have a conversation after the fax finishes.

Receiving faxes to your PC

The HP OfficeJet is factory-set to print faxes, not receive them to your PC. To receive faxes to your PC (also called PC faxes), change the Receive Faxes setting.

1. On your Windows desktop, double-click **HP OfficeJet Manager**, click **Fax**, and select **Receive Settings**. The Receiving tab displays.
2. Select **To PC**, then click **OK**.



Notes:

- Your computer must be powered on to receive faxes. If it is turned off, your received faxes will be printed.
- If you're set up to receive faxes manually, follow the instructions under "Manually receiving faxes" on page 3-8. To view or print a received fax, use the instructions in "Viewing lists of all sent and received faxes" on page 3-24.

Using Advanced Fax Features and Settings

The following sections describe some of the advanced fax features available with the HP OfficeJet, both from the keypad and from the software.

Advanced fax send settings

Controlling how your faxed documents will look

There are two settings that control how your faxed documents will look when they're printed at the receiving fax machine: Resolution and Contrast.

Changing the Resolution

The Resolution setting affects the quality, in dots-per-inch (dpi), of your faxed documents. It also affects sending speed.

Use this Resolution setting:	For this result:
Fine (factory setting) (203 x 196 dpi)	**Higher quality for words (factory setting).** • Use this higher-quality setting for good all-around quality. • Most fax machines can receive faxes at this higher quality setting. If you select this setting and the receiving fax machine doesn't support it, your fax will be sent at Standard resolution. • Text will have better quality than graphics and photographs.

Use this Resolution setting:	For this result:
Standard (203 x 98 dpi)	**Standard quality for words.** ● Use this setting when transmission speed is more important than quality. ● All fax machines can receive at this setting. ● Text will have better quality than graphics and photos. ● Fastest fax transmission speed of all the Resolution settings.
300 dpi (300 x 300 dpi)	**Best quality for words.** ● Only a few types of machines can receive faxes at this setting. If you select this setting and the receiving fax machine doesn't support it, your fax will be sent at the highest supported resolution. ● Text will have better quality than graphics and photos.
Photo (Grayscale image scan up to 300 x 300 dpi)	**Best quality for photographs and graphics.** ● Use this setting when the quality of photographs and graphics in your document is more important than the quality of the words. ● Your document will be scanned as a grayscale image (which simulates shades of gray) at up to 300 x 300 dpi. ● Slowest fax transmission speed of all the Resolution settings.

The table on the following page describes how to change the resolution for each type of fax. This setting needs to be changed *before* you begin faxing.

Notes:

- When you change the Resolution setting, it will stay at the new setting until you change it again.
- The **Contrast/Resolution** settings also affect the quality of copies made from the HP OfficeJet's keypad. See "Optimizing the quality" on page 4-3.

Type of fax:	Where and how to change the Resolution:
Paper fax sent from the HP OfficeJet's keypad	Change the Resolution with the **Contrast/Resolution** button on the HP OfficeJet's keypad. 1. Press the **Contrast/Resolution** button. 2. Press **1** to select Resolution. 3. Press **1**, **2**, **3**, **or 4** to select the Resolution: 1 = Standard 2 = Fine (factory setting) 3 = 300 dpi 4 = Photo Note: When you change the Resolution setting from the keypad, the HP OfficeJet Manager software is automatically updated with the same Resolution setting.
Paper fax sent from the HP OfficeJet Document Assistant	Change the Resolution setting in the HP OfficeJet Manager software. 1. Double-click the **HP OfficeJet Manager** icon on your Windows desktop. 2. Click **Fax** and select **Send Settings**. 3. In the Paper Fax Quality tab, click **Standard**, **Fine**, or **300 dpi** to select the Resolution you want. 4. Click the **Optimize for photo or graphic** checkbox if appropriate, then click **OK**. When selected, your document is scanned as a grayscale image, then sent at the selected resolution setting (Fine, Standard, or 300 dpi). Note: When you change the Resolution setting from the HP OfficeJet Manager software, the keypad setting is automatically updated with the same Resolution setting.
PC fax sent directly from your software program	Change the Resolution setting in the HP OfficeJet Manager software. Use the instructions for "Sending a Fax Directly from Your Software Program" on page 3-6. Choose **Fine** or **Standard** only; other choices will result in Fine quality transmission.

Changing the Contrast

Change this setting if you want the faxed document to be lighter or darker than the original document. This setting needs to be changed *before* you begin faxing.

Notes:

- When you change the Contrast setting, it will stay at the new setting until you change it again.
- The **Contrast/Resolution** settings also affect the quality of copies made from the HP OfficeJet's keypad. See "Darkening and lightening — Contrast" on page 4-4.

Type of fax sent:	Where and how to change the Contrast:
Paper fax sent from the HP OfficeJet's keypad	Use the **Contrast/Resolution** button on the HP OfficeJet's keypad to lighten or darken your fax. 1 Press the **Contrast/Resolution** button. 2 Press **2** to select Contrast. 3 Press **1, 2, or 3** to select the Contrast you want: 1=Normal (the factory setting) 2=Lighten 3=Darken Note: When you change the Contrast setting from the keypad, the HP OfficeJet Manager software is automatically updated with the same Contrast setting.
Paper fax sent from the HP OfficeJet Document Assistant	Change the Contrast setting in the HP OfficeJet Manager software. 1 Double-click the **HP OfficeJet Manager** icon on your Windows desktop. 2 Click **Fax** and select **Send Settings**. 3 In the Paper Fax Quality tab, **drag the slider bar** in the Contrast area to the setting you want, then click **OK**. Note: When you change the Contrast setting from the HP OfficeJet Manager software, the keypad setting is automatically updated with the same Contrast setting.
PC fax sent directly from your software program	Contrast settings are not applied to this type of fax.

Redialing a fax number

If you dialed the fax number from the HP OfficeJet's keypad, you can press the **Redial/Pause** button any time to redial the last-dialed fax number.

The HP OfficeJet is factory-set to automatically redial at timed intervals up to 5 times after a busy signal.

Redialing manually with the Redial/Pause button

To immediately begin redialing the last fax number you dialed on the HP OfficeJet's keypad, press the **Redial/Pause** button. Make sure your document is still loaded in the document tray.

Notes:

- If you press **Redial/Pause** while in the middle of dialing a fax number, the Pause feature takes effect and a dash (-) appears in the message display.
- You can't use the **Redial/Pause** button to redial a fax number that you originally entered in the Send Fax dialog box. The HP OfficeJet will redial automatically as described below.

Changing the Automatic Redial setting in the software

Here's how the Automatic Redial feature works:

The fax number will be redialed one minute after the unsuccessful fax attempt (busy, no answer, or both, depending on your settings). If the first redial is unsuccessful, the second redial will begin after a 5-minute wait. After this, the fax number will be redialed up to 3 more times if the transmission continues to be unsuccessful.

If you dialed the fax number from the HP OfficeJet's keypad, the message display will show the redial countdown time in seconds during the waiting periods (unless the message display is already in use).

1. Double-click **HP OfficeJet Manager** on your Windows desktop.
2. Click **Fax** and select **Send Settings**.
3. Click the **Dialing** tab.
4. In the Automatic Redial area, select **Redial on busy signal** and/or **Redial on no answer**. To turn off the Automatic Redial feature, make both checkboxes blank.

Entering a pause during keypad dialing

Press the **Redial/Pause** button to enter a 2-second pause in the middle of your dialing sequence. A dash (-) will appear on the message display, indicating where the pause will occur in the dialing sequence.

Notes:

- Refer to the instructions in “Dialing in real time” on page 3-3.
- If you press **Redial/Pause** at any other time *except* while dialing a fax number, the manual Redial feature takes effect (see description in previous section).

Assigning speed dial codes

The number of speed dial codes you have depends upon the model number of your HP OfficeJet. Your model number is displayed on your keypad.

Model number	Number of speed dial codes available
Model 600	100
Model 610	50
Model 630	100

Assigning a speed dial code to a single fax number

Use speed dial codes to store frequently used fax numbers.

1. Double-click **HP OfficeJet Manager** on your Windows desktop.
2. Click **Fax** and select **Phone Book**.
3. Do either of the following.

- To create a new phone book name:
  Enter any name and number information, then click the arrow next to the Speed Dial entry box and select a speed dial code.
- To add a speed dial code to an existing phone book name:
  Click the name in the list and select a speed dial code.

4. Click **Add to Phone Book** (for new phone book names) or **Apply Changes** (for existing phone book names) to save the information you just entered.

   See “Speed dialing” on page 3-4 for speed dialing instructions.

Assigning a speed dial code to a group of fax numbers

You can group fax numbers you dial frequently (such as your department members at work), and store them into a group speed dial code. You can store up to 20 numbers in a speed dial group.

Each group member must have an assigned speed dial code. If you add the name of someone who doesn't have a speed dial code, one will be automatically assigned to them (if available), and you'll be asked to confirm it. If you prefer to pick your own speed dial code, use the instructions in the previous section to assign it before adding the name to a group speed dial code.

1. Double-click **HP OfficeJet Manager** on your Windows desktop.
2. Click **Fax** and select **Phone Book**.
3. Do either of the following.

- To create a new speed dial group:
  Click **Create/Modify Group**, then click **Create Group**. In the Create Group entry box, enter a name for the group you'll create, and click **OK**. Then select an unassigned speed dial code from the group Speed Dial box.
- To add names to an existing speed dial group:
  Select a name from the Group Name box.

4. In the Phone Book list, click on the first name you want to add to this group, then click **Add to Group**.
5. Add more names to your group, for a total of up to 20 group members.

   Note: The Group name does not appear in the Phone Book. It appears when you click the **Create/Modify Group** button in the Phone Book and in the list of names in the Send Fax dialog box.

Faxing to a group of fax numbers

Choose from these many methods of faxing to groups.

Type of fax sent	How to fax to a group of fax numbers
Paper fax sent from the HP OfficeJet's keypad	**Dial a group speed dial code you assigned previously in the Phone Book.** Use the faxing instructions in "Speed dialing" on page 3-4. In step 3 of that procedure, enter a speed dial code that you've assigned to a group of numbers. See "Assigning a speed dial code to a group of fax numbers" on page 3-15 for instructions on creating a speed dial group.
Paper fax sent from the HP OfficeJet Document Assistant	**Choose from these two methods (a or b):** a) In the Send Fax dialog box, select a group name from the Phone Book list. Use the faxing instructions in "Sending from the Document Assistant" on page 3-5. In step 3 of that procedure, select a group name from the Group Name list, then click **Send Fax Now**. To create a group in the Phone Book, follow the instructions in the "Assigning a speed dial code to a group of fax numbers" on page 3-15. b) In the Send Fax dialog box, create a temporary group to be used only for the current fax. In the Send Fax dialog box, click Create List. Enter names and numbers in the "Fax to:" box, or select names or groups from the Phone Book list. Click the appropriate Add to List button. Click **Send Fax Now** to begin faxing.
PC fax sent directly from your software program	**Choose from these two methods (a or b):** a) In the Send Fax dialog box, select a group name from the Phone Book list. Use the faxing instructions in "Sending a Fax Directly from Your Software Program" on page 3-6. In step 4 of that procedure, select a group name from the Phone Book list, then click **Send Fax Now**. To create a group in the Phone Book, use the instructions above for the Document Assistant faxes. b) In the Send Fax dialog box, create a temporary group to be used only for the current fax. Use the instructions above for the Document Assistant faxes.

Changing the information printed at the top of the faxes you send

When you first installed the HP OfficeJet software, you were asked to enter your name and fax number. This information was stored for use in the header that's printed at the top of all of your outgoing faxes.

Notes:

- Only the fax recipient will see this information upon receipt of your fax; it's not printed on your original document.
- The Telephone Consumer Protection Act of 1991 requires that, in the U.S., all outgoing faxes identify the originator's name and fax number in a header, footer, or on the cover page of the outgoing fax.

Use the following procedure to change the fax header information.

1. Double-click **HP OfficeJet Manager** on your Windows desktop.
2. Click **Fax** and select **Send Settings**.
3. Click the **Personal Information** tab and change the information in the two entry boxes in the Fax Header Content section.

Setting Tone or Pulse dialing type

The HP OfficeJet is factory-set for tone dialing. Nearly all phones being used in the U.S. have tone dialing.

Note: Don't change this setting unless you know your phone isn't capable of tone dialing. Pulse dialing is much slower than tone dialing.

1. Double-click **HP OfficeJet Manager** on your Windows desktop.
2. Click **Fax** and select **Send Settings**.
3. Click the **Dialing** tab and select **Tone Dial** or **Pulse Dial** in the Phone Dialing Type section.

Other advanced features for sending faxes

There are many advanced features available in the HP OfficeJet software. The best way to learn about these features is to explore them in the dialog boxes referenced in the following table, and click the **Help** button on the screen if you need more information.

Additional features for sending faxes	Where to locate these features in the HP OfficeJet Manager software
Using the Phone Book	**Phone Book dialog box.** 1 Double-click **HP OfficeJet Manager** on your Windows desktop. 2 Click **Fax** and select **Phone Book**.
Including an electronic cover page when sending a fax	**Send Fax dialog box.** Use the faxing instructions in the appropriate section earlier in this chapter to navigate to the Send Fax dialog box. Then click the **Cover Page** checkbox and click the **Edit** button to add a message on your cover page.
Faxing a one-page note that you type into the Cover Page Data dialog box	**Cover Page Data dialog box.** 1 Double-click **HP OfficeJet Manager** on your Windows desktop. 2 Click **Fax** and select **Send Quick Note**.
Changing your personal information in the electronic cover page	**Personal Information tab of the Send Fax Settings dialog box.** 1 Double-click **HP OfficeJet Manager** on your Windows desktop. 2 Click **Fax** and select **Send Settings**. 3 Click the **Personal Information** tab and change the information in any of the entry boxes in the Cover Page Information section.
Scheduling a fax to send at a future time	**Select Fax Send Time dialog box.** 1 Double-click **HP OfficeJet Manager** on your Windows desktop. 2 Click **Fax** and select **Send Fax**. 3 Click **Send Fax Later** and fill in the entry boxes in the Select Fax Send Time section.

Advanced fax receive settings

Phone Answering: Automatic or Manual

When Phone Answering is set to Automatic, the HP OfficeJet will automatically answer every call received at your fax number. When set to Manual, you must answer fax calls manually (see "Manually receiving faxes" on page 3-8 for instructions).

To change the **Phone Answering** setting:

1. Look at the HP OfficeJet's keypad to determine the current Phone Answering setting.

   If the green **Auto Answer** light is on, the **Phone Answering** setting is **Automatic**, and your HP OfficeJet is set to receive faxes automatically. It will automatically answer every call you receive at your fax number — after the number of rings specified in the Rings to Answer setting — then send receiving fax tones.

   If the **Auto Answer** light is off, the **Phone Answering** setting is **Manual**, and your HP OfficeJet can only receive faxes manually. It will never answer incoming calls automatically.

2. Press the **Auto Answer** button to change the setting.

Notes:

- If you *haven't* changed your office equipment setup since you answered the questions in the software during installation, don't permanently change this setting now or you may not receive your faxes properly.
- For a detailed description of how your office equipment should be set up and the corresponding answering settings, see Step "7. Connect Your Office Equipment - IMPORTANT!" on page 1-7.
- If you decide to change this setting, you should do it only temporarily (for one fax only), then change it back, *or*, if you have changed your office equipment setup since you first installed the software, re-run the Setup Wizard and make your changes there. (Refer to "Updating your fax receive setup" on page 3-22 for instructions on how to locate the Setup Wizard.)

Changing the number of rings before answering

When Phone Answering is set to Automatic, the HP OfficeJet will automatically answer all calls after the number of rings specified in the Rings to Answer setting. For example, when Rings to Answer is set to 1 ring, your fax line will ring once, then the HP OfficeJet will begin sending fax tones.

When you installed the software, the Setup Wizard asked you a series of questions about your phone lines and equipment. Your answers determined the *appropriate* option for this setting (and many others) and the Setup Wizard set it for you automatically.

If you decide to change this setting now, you should do it only temporarily (for one fax only), then change it back, *or*, if you have changed your office equipment setup since you installed the HP OfficeJet, re-run the Setup Wizard and make your changes there. (Refer to “Updating your fax receive setup” on page 3-22 for instructions.)

To change the **Rings to Answer** setting:

1. On your Windows desktop, double-click **HP OfficeJet Manager**, click **Fax**, and select **Receive Settings**.
2. Click the **Answering** tab.

Change the Rings to Answer setting in the Answering tab.

3. In the **Number of Rings to Answer** box, enter or select a number between 1 and 6, inclusive.

Using Distinctive Ring

If you have one phone line that receives both voice and fax calls, you may want to use this feature. The Distinctive Ring feature of the HP OfficeJet, when used in conjunction with your telephone company's distinctive ringing service, allows both you and the HP OfficeJet to distinguish between voice calls and fax calls when you receive both on the same phone line.

Note: Your telephone company may use a different name for this service.

Use the following procedure to set up your HP OfficeJet and telephone line for Distinctive Ring.

1. Call your telephone company to find out if they have a distinctive ringing service available in your area.

   Important: If you can't subscribe to this service through your telephone company, the Distinctive Ring feature on the HP OfficeJet *will not work*, and should be set to **All Rings**.

   The telephone company's distinctive ringing service allows you to have 2 or 3 phone numbers on the same phone line, which saves you the cost of paying for 2 or 3 separate lines. It also allows you and the HP OfficeJet to hear which phone number has been dialed. Each of the phone numbers will have a different ringing sound: One can have a single ring, another can have a double ring, and the third can have a triple ring.

2. When you set up the distinctive ringing service with your telephone company, decide how many rings you want to assign to your fax line: single, double, or triple rings.

3. If you've already installed the HP OfficeJet software, re-run the HP OfficeJet Setup Wizard and enter the Distinctive Ring information.

- To locate the Setup Wizard, double-click **HP OfficeJet Manager** on your Windows desktop, click **HP OfficeJet**, and select **Fax Setup Wizard**.
- In the screen that asks if you subscribe to a distinctive ring service, click **Yes**.
- In the screen that asks you to choose a distinctive ring pattern, click the number of rings you assigned in Step 2 above to your fax line (single, double, or triple).

  Note: If you want the HP OfficeJet to answer both double and triple rings — for example, if you have two separate fax numbers on your distinctive ring line — choose double and triple rings.

- In the screen that asks you to enter the phone number of your dedicated fax line, enter the distinctive ring fax number.

4. If you have an answering machine for receiving voice calls on this phone line (using one of the other distinctive ring phone numbers for your voice calls), set it to answer after 3 or more rings. If you don't use this setting, your HP OfficeJet will not be able to receive your fax calls.

5. If you have a modem on this phone line (using one of the other distinctive ring phone numbers), turn off the setting in the modem's software that automatically receives faxes to your computer; if you don't turn this off, your HP OfficeJet will not be able to receive faxes properly.

Updating your fax receive setup

When you installed the software, you were asked a series of questions about your office equipment setup. Your answers determined how the HP OfficeJet was automatically set to receive faxes.

If any of the following information has changed since you first installed the software, use the instructions in this section to update your fax receive software settings.

Note: If you don't update the software settings, you may not receive faxes properly.

If this information has changed, use the instructions that follow this table:
• Have you added or removed a distinctive ring feature on your telephone line?
• Have you added, changed, or removed any phone numbers or fax numbers?
• Have you changed from a dedicated fax line (no voice calls received) to a shared fax line (receive both voice and fax calls) or vice versa?
• Have you added or removed an answering machine or computer voicemail feature on the same telephone line that's connected to the HP OfficeJet?
• Have you added or removed a modem — either internal to your computer or an external box — on the same telephone line that's connected to the HP OfficeJet?

To update your fax receive settings in the software:

1. Double-click **HP OfficeJet Manager** on your Windows desktop.
2. Click **HP OfficeJet** and select **Fax Setup Wizard**.
3. Follow the instructions in all of the Fax Setup Wizard screens, updating where appropriate.

Changing the paper size setting

When you load a different paper size in the paper supply tray, you also need to change the paper size in the Fax Receive settings if you'll be receiving faxes on the new paper.

The factory-set paper size to print faxes on is Letter (8.5 x 11 inches). You can also print faxes on Legal-size paper (8.5 x 14 inches) or on A4-size paper (210 x 297 mm).

1. On your Windows desktop, double-click on **HP OfficeJet Manager**, then click **Fax** and select **Receive Settings**.
2. Select a new paper size in the **Load Paper Size** section.

Other advanced features for receiving faxes

There are many advanced features available in the software. The best way to learn about these features is to explore them by clicking the tabs in the Receive Fax Settings dialog box. Click the **Help** button in each of the tabs for more information about the features and settings.

- To locate the Receive Fax Settings dialog box, double-click on **HP OfficeJet Manager** on your Windows desktop, click **Fax**, and select **Receive Settings**.

Viewing lists of all sent and received faxes

1. Double-click **HP OfficeJet Manager**, click **Fax**, and select **Fax History**.
2. Do any of the following:

- Click the **Sent Faxes** tab to see a list of all the faxes you've sent from the HP OfficeJet. Both paper faxes and PC faxes (from your software program) are included.
- Click the **Received Faxes** tab to see a list of all the faxes you've received, both printed faxes and PC faxes. To view a PC fax, double-click it. To print a PC fax, click it once, then click **Print Fax**.
- Click the **Pending** tab to see a list of faxes that are scheduled to be sent at a future time.

Printing the fax reports

There are two fax reports you may want to print from time to time: the Fax History report, and the Last Fax report.

Fax History report

The Fax History report is a list of the last 30 fax transmissions: both sent and received faxes.

Here's how to print this report:

1. Double-click **HP OfficeJet Manager**, click **Fax**, and select **Fax History**.
2. Click the **Settings** tab.
3. Click **Print Fax History**.

Last Fax report

The Last Fax report is factory-set to print automatically if an error occurs while a fax is being sent or received (**Error only** setting).

To change when the Last Fax report is automatically printed, follow steps 1 and 2 above, then click one of the options in the **Automatic Report Printing** section.

Adjusting sound volumes

There are three sound volumes you can adjust: the volume of outgoing fax calls (dial tone, ringing, and fax tones), the rings for incoming calls, and the beep sounds for the keypad buttons.

1. On your Windows desktop, double-click **HP OfficeJet Manager**, click **HP OfficeJet**, and select **Settings and Maintenance**. The Volume tab displays.
2. Adjust the volume of all sounds by making a selection in the **Sound Volume** section, which is factory-set to Soft.
3. Adjust the volume of incoming calls by turning the sound on or off. When **Fax machine rings for incoming calls** is checked, you'll hear the rings; when the checkbox is blank, you won't hear anything when incoming fax calls are received.
4. Adjust the volume of the button beeps by turning the sound on or off. When **Buttons beep when pressed** is checked, you'll hear beeps while pressing buttons, and you'll hear the error beeps when you press the wrong button; when the checkbox is blank, you won't hear anything when you press the buttons.

Changing the time and date

- When the HP OfficeJet is connected to your computer with the bi-directional parallel cable, the time and date shown on the keypad display are taken from the time that's set in your computer. If you need to change the time (for daylight savings, for example) and date, reset them on your computer, and they will automatically update in the HP OfficeJet.
- When the HP OfficeJet is disconnected from your computer, then powered off, the time and date information will be lost. The message "*Press START to set time/date, or STOP to skip*" will display on the HP OfficeJet. To reset the time and date, you can either reconnect the HP OfficeJet to your computer with the bi-directional parallel cable, or you can press the **Start** button on the keypad and follow the instructions for setting the time and date.

Standalone Faxing

After you install the HP OfficeJet software with the HP OfficeJet connected to the PC, the HP OfficeJet can be disconnected from the PC and used as a standalone fax machine. However, without the HP OfficeJet software, some features will not be available — see "Standalone vs. PC Connected" below.

To use the HP OfficeJet as a standalone fax machine:

- Move the **HP OfficeJet Series 600 Startup** icon from the Windows Startup group to the HP OfficeJet Series 600 program group. Do not remove this icon. You may want to use it in the future.

  ### For Windows 95

  Click **Settings** from the Start menu, then select **Taskbar**. Click the **Start Menu Programs** tab and click **Advanced**. Double-click the Programs, then Startup group and select **HP OfficeJet Series 600 Startup**. Click and drag this icon to the **HP OfficeJet Series 600** program group.

  ### For Windows 3.1

  Open the Startup group and click and drag the **HP OfficeJet Series 600** icon to the **HP OfficeJet Series 600** program group.

- If you unplug or turn off the HP OfficeJet, you may need to re-enter the date/time information. All other fax information, such as the speed dial codes and fax header, will be saved.

Standalone vs. PC Connected

	Standalone Mode	PC Connected
Fax Send/Receive	**Y**	**Y**
Fax Forward	**N**	**Y**
Add/Change/Delete Speed Dial Codes	**N**	**Y**
Speed Dial	**Y**	**Y**
Change Fax Information	**N**	**Y**
Enter Date/Time	**Y (front panel)**	**Y**

4 Copying

Read this chapter to learn how to make copies both from the HP OfficeJet's keypad and from the software. You'll also learn how to change the copy settings in both locations.

For basic black-and-white copying, use the keypad. To copy in color, gain more control over how your copies will look, or to copy long or complex documents, copy using the HP OfficeJet Document Assistant on your computer.

Copying from the Keypad 4-2
- Controlling how your copies will look 4-2
  - Optimizing the quality 4-3
  - Darkening and lightening — Contrast 4-4
- Automatic collating 4-4

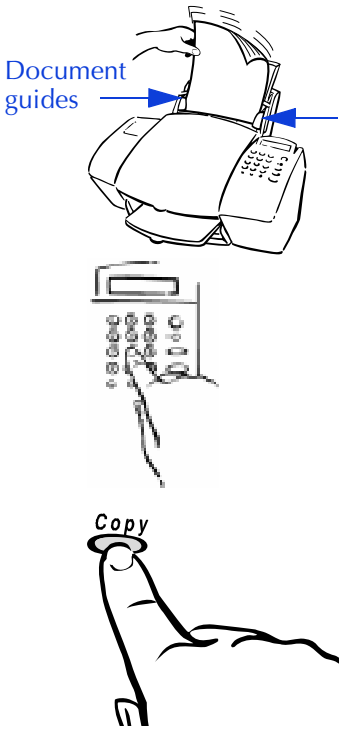
Copying from the Document Assistant 4-5
- Controlling how your copies will look 4-6
  - Optimizing the quality 4-6
  - Darkening and lightening — Contrast 4-6
- Reducing and enlarging 4-7
- Copy quality 4-7
- Collating: On or Off 4-8

Copying from the Keypad

Copying from the keypad only supports black and white copying. Also, copying from the keypad is not recommended for large or complex documents. Copy color documents or large documents using the Document Assistant.

Note: You may want to use the scan/copy sleeves provided to protect fragile or damaged original documents or photos for copying. For more information regarding these sleeves, refer to “Using a Scan/ Copy Sleeve to Protect Your Original” on page 2-3.

If your original document is a photograph, or if you want your copies to be darker or lighter than your original, use the instructions in the section, “Controlling how your copies will look” below.



1. Load your document with the printed side facing away from you. You can load up to 20 pages, or a single scan/copy sleeve. If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

   Note: Always remove staples and paper clips from your original before copying to avoid equipment damage.

2. Press the **Copy** button, then enter the number of copies you want (up to 99).

3. Press the **Copy** button again to begin copying.

   The entire original document will be scanned before copying begins.

   To cancel a copy in progress, press the **Stop** button on the HP OfficeJet’s keypad.

Controlling how your copies will look

When you make a copy from the HP OfficeJet’s keypad, the way it looks is determined by the Contrast and Resolution settings that are selected on the keypad with the **Contrast/Resolution** button.

Note: The **Contrast/Resolution** settings also affect the quality of paper faxes sent from the keypad. See “Changing the Resolution” on page 3-9 and “Changing the Contrast” on page 3-12.

Optimizing the quality

Before beginning to copy, change the Resolution setting on the keypad to optimize for words, drawings, or photographs.

Note: When you change the Resolution setting, it will stay at the new setting until you change it again.

1. Press the **Contrast/Resolution** button.
2. Press **1** to select Resolution.
3. Press **1, 2, or 3** to select the best quality **for words**, or press **4** to select the best quality for **photographs and graphics**.

Use this Resolution:	For this result:
1= Standard **2= Fine (factory setting)** **3= 300 dpi** (All three settings scan at 300 dpi)	**Best quality for black & white words and for simple line drawings (factory setting).** ● Use any of these three settings when the quality of the text and simple line drawings is more important than the quality of photographs and more complex graphics. ● Your document will be scanned at 300 dpi no matter which of these Resolution settings is selected.
4= Photo (Scans as a grayscale image at 300 dpi)	**Best quality for black & white photographs and for more complex graphics.** ● Use this setting when the quality of photographs and graphics in your document is more important than the quality of the text. ● Your document will be scanned as a grayscale image (which simulates shades of gray) at 300 dpi.

Darkening and lightening — Contrast

Before beginning to copy, change this setting if you want the copy to be darker or lighter than your original document.

Note: When you change the Contrast setting, it will stay at the new setting until you change it again.

1. Press the **Contrast/Resolution** button.
2. Press **2** to select Contrast.
3. Press **1, 2, or 3** to select the Contrast you want:

1 = Normal (the factory setting)

2 = Lighten

3 = Darken

Automatic collating

Copies made from the keypad will be automatically collated (printed in sets), with one exception: When the Photo setting is selected for the Resolution using the **Contrast/Resolution** button (described under “Optimizing the quality” on page 4-3), copies will not be collated. For examples of page number sequences when collating is on and off, refer to “Collating: On or Off” on page 4-8.

Copying from the Document Assistant

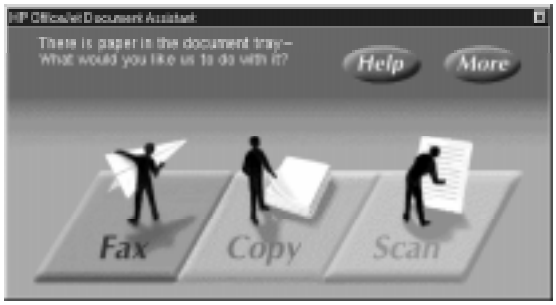
This copying method is recommended if you want to copy in color or you're copying a document that requires a lot of memory to scan.

Note: You may want to use the scan/copy sleeves provided to protect fragile or damaged original documents or photos for copying. For more information regarding these sleeves, refer to "Using a Scan/ Copy Sleeve to Protect Your Original" on page 2-3.

1. Load your document (up to 20 pages) in the document tray with the printed side facing away from you.

   Now look at your computer screen.

When you load your document, the Document Assistant asks you what you want to do.



2. Click **Copy** and the Copy dialog box displays.

Change any of these copy settings before beginning to copy.

3. Click **Start Copy** to begin copying.

To cancel a copy in progress, click the **Cancel** button in the status dialog box (displayed during copying) or press the **Stop** button on the keypad.

Controlling how your copies will look

When you make a copy from the Document Assistant, the way it looks is determined by the settings in the Copy dialog box. These settings will not affect copies made from the keypad.

Optimizing the quality

The HP OfficeJet software is factory-set to optimize the color in your copies. The **Color Text/Photo/Graphics** setting will optimize the copy for text, photos, and graphics on the page. If your original is just black and white, click **Black & White Text** or **Black & White Photo/Graphics** accordingly.

Darkening and lightening — Contrast

When you want the copy to be darker or lighter than your original document, drag the slider bar in the Contrast area to the Contrast setting you want.

Reducing and enlarging

When you want the copy to be smaller or larger than your original document, change the Reduce/Enlarge setting.

Reduce/Enlarge* method:	Settings available:
Change the number in the entry box. (Factory setting = 100%)	**Enter a number between 50 and 200** to reduce to as small as half of the original size or to enlarge to up to twice the size.
Choose from the selection box. (Factory setting = Actual size)	**Fit to Page** reduces the original to fit the entire page within the print margins of the HP OfficeJet. **Actual Size** makes the copy the same size as your original. **Legal to Letter** reduces the original from legal-size to letter-size. **Letter to A4** reduces the original from letter-size width to A4-size width. **A4 to Letter** enlarges the original from A4- size width to letter-size width. (Make sure you have letter-size paper in the paper supply tray when you choose this setting, or your copy will print on multiple pages.)
Drag the slider bar. (Factory setting = 100%)	**Drag to a number between 50 and 200** to reduce to as small as half the original size or to enlarge to up to twice the size.
* If you enlarge to a size that won't fit on the paper you have loaded, your copy will be printed on multiple pages.	

Copy quality

The Copy Quality determines the print mode for your copy.

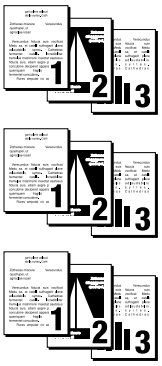
- **Normal** is the factory-set quality. It has medium quality and medium speed: 2.5 pages per minute (ppm) for monochrome printing, and 0.7 ppm for color printing.
- Choose **EconoFast** for draft quality and the fastest speed: 4 ppm for monochrome printing, and 1 ppm for color printing.
- Choose **Best** for the highest quality output. It has the slowest speed: 1 ppm for monochrome printing, and 0.3 ppm for color printing.

For help choosing the right quality, click **What is the right Quality for me?** in the Copy Settings dialog box for a description of each.

Collating: On or Off

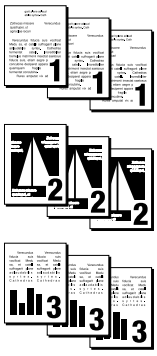
The HP OfficeJet is factory-set with the collating feature turned on.

Example when Collating is turned **on**:



- If you make 3 copies of a 3-page document, the copies will be printed as shown at left.
- Copies are printed face-up, so the last page is printed first in order to maintain the proper collated order in each set.

Example when Collating is turned **off**:



- To turn off the collating feature, click the **Collate** checkbox to remove the check mark.
- With collating turned off, each page of your original is scanned and copied before the next page is scanned. If you make 3 copies of a 3-page document, the copies will be printed as shown at left.

Notes:

- The Collating setting will return to the factory setting (On) after you complete an uncollated copy job.
- Copies made from the keypad will always be collated, regardless of the Collating setting in the Copy dialog box. The only exception to this is when the Photo setting is selected for the Resolution using the **Contrast/Resolution** button (see “Optimizing the quality” on page 4-3); copies made at this Photo setting will not be collated.

5 Scanning

Read this chapter to learn how to scan a document or a photograph, or how to scan a document to edit the words (OCR scanning).

Photographs, drawings, and text can be scanned in color, black-and-white, or in shades of gray.

Before you scan, review the *How to Scan with Your HP OfficeJet* booklet. This booklet gives a brief, easy-to-understand overview of the process, so that you can get the best results every time you scan.

For more detailed information on OCR scanning, refer to the Caere® OCR product documentation that was included in the box with the HP OfficeJet, the *OmniPage® Limited Edition User's Guide.*

Scanning Your Document As an Image 5-2

- Scanning from the Document Assistant 5-2
- Scan Image Viewer 5-5
- Scanning from TWAIN-compliant software 5-7

Scanning Your Document to Edit the Words (OCR) 5-8

Scanning Your Document As an Image

Scanning from the Document Assistant

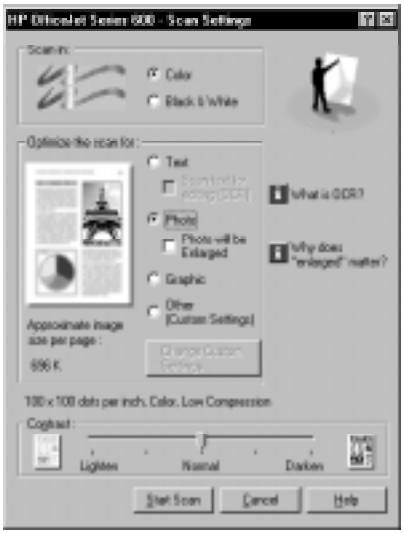
1. Load your document in the document tray with the printed side facing away from you. You can load up to 20 pages (for black & white only; color scans 1 page at a time), a single scan/copy sleeve, or a single photo. If necessary, slide the document guides on the tray to the left or right to adjust them for the width of your document.

   Note: You may want to use the scan/copy sleeves provided to protect fragile or damaged original documents or photos for scanning. Refer to “Using a Scan/Copy Sleeve to Protect Your Original” on page 2-3 for more information regarding these sleeves.

When you load your document, the Document Assistant asks you what you want to do.

2. Click **Scan** and the Scan Settings dialog box displays.

Change any of the scan settings.



Make any changes you'd like to any of the settings. The sample page in the middle of the dialog box shows how the change in settings will affect the scanned document.

- Select **Color** if you have a color original and want to scan in color. Select **Black & White** if you want a black and white scan of your original.
- **Text** is used to make the words and simple line drawings in your document appear to be the clearest elements after scanning. You can scan up to 20 pages, or a single scan/copy sleeve with this selection.

  Note: Do not click **Scan text for editing (OCR)**. Refer to "Scanning Your Document to Edit the Words (OCR)" on page 5-8 later in this chapter for OCR scanning instructions. Or click the ? button labeled, **"What is OCR?"** for help on the subject.
- Click **Photo** to make photographs in your document appear to be the sharpest elements after scanning. You can only scan one page at a time with this selection.

  Note: If you plan to make your image larger than the original, you will get better results when you check the box **Photo will be Enlarged**. Click the ? button labeled, **"Why does 'enlarged' matter?"** for more information.
- Click **Graphic** to make more complex illustrations or graphic images in your document appear to be the sharpest elements after scanning. You can only scan one page at a time with this selection.
- Click **Other** and then click **Change Custom Settings** to choose your own custom scanning settings.

This information (for example, 100 x 100 dots per inch, Color, Low compression for Color Photo) is displayed on the Scan Settings dialog box.

For more information about the Custom Settings dialog box, click the **Help** button.

3 Click **Start Scan** to begin scanning.

Your scanned image will display in the Image Viewer window.

To cancel a scan in progress, click the **Cancel** button in the HP OfficeJet's **Scanning** window, which is displayed during scanning.

4. Use the tools in the Image Viewer window if you want to modify the scanned image. Be sure to crop out the unwanted areas of your image, including the extra white space around your image.

When you want to adjust the color in a scanned image, make sure that you make all necessary tonal changes first (setting highlight, shadow, midtone values). Colors can shift if you make these adjustments later.

To view multiple scanned pages, click the right and left arrows in the tool bar.

For instructions on using the Image Viewer tools, refer to “Scan Image Viewer” on page 5-5 or pull down the Help menu in the Image Viewer window and select **Help Topics**.

5. Save your image. Refer to “Save image” on page 5-6.

6. Choose either of the following methods to place the scanned image into a document.

To copy-and-paste the scanned image into a document:

a) From the Image Viewer, select the entire image (choose **Select All** from the **Edit** menu), or the portion of the image that you want to keep (use the Image Viewer tools), then select **Copy** from the **Edit** menu.

b) Open the document in your software program where you want to place the image.

c) Select **Paste** from the **Edit** menu.

To import the scanned image into a document:

a) Open the document in your software program where you want to place the image.

b) Select **Import File** (or the command your software program uses) from the **File** menu. Check your software program’s documentation if you aren’t sure which command to use.

c) Browse to the location in which you saved the scanned image and select its file name.

Scan Image Viewer

When you scan a document as Text, Photo, Graphic, or Other, the HP OfficeJet automatically displays the scanned image in the HP OfficeJet Series 600 Image Viewer. You can use the Viewer to make changes to the image and save the image file. You can also open the image file in the Viewer and make changes to it at a later time.

Selecting the area you want to edit

Select Image tool

- Click the **Select Image** tool in the edit toolbar or choose **Select** from the **Edit** menu.
- Hold down the left mouse button and drag across the part of the image you want to select, and then release the mouse button.

  You can now make changes to the selected area.

Cutting, pasting, and cropping an area

Cut tool

- Select the area you want to cut.
- Click the **Cut** tool in the Edit toolbar or select **Cut** from the **Edit** menu.

  The selected area is cut and placed in the Windows clipboard. The cut area in the original image is white.

Paste tool

- If you want to paste the cut area in another part of the image, click the **Paste** tool in the Edit toolbar or select **Paste** from the **Edit** menu. The cut area is placed in the upper-left corner of the active window.

  To drag the pasted area, click it with the left mouse button and hold the button down as you move it. Click outside the pasted area to add it to the image.

Crop tool

- To crop an area that you want to keep, select the area using the Select Image tool. Click the **Crop** tool in the Edit toolbar or select **Crop** from the **Edit** menu.

  Note: This is especially important to crop out unwanted elements of your image, including extra white space around your image.

  The original window is minimized and the selected area is displayed as a file in a new window. Save this new file.

For more information regarding the other tools and menu items, select **Help Topics** from the **Help** menu.

Save image

Pull down the **File** menu and select **Save**. The Save As dialog box displays.

Change the file name, folder, or type in the Save As dialog box.

Your first scanned image will be assigned the name “scan1,” and subsequent images will be named “scan2,” “scan3,” etc. Or you can change the name of your scanned document in the **File name** box.

If you don’t change the location in the **Save in** box, your scanned image will be saved to **c:\Program Files\HP OfficeJet Series 600\Images** (Windows 95) or to **c:\HPOJ_600\Images** (Windows 3.1).

Select the file format you want in the **Save as type** box. Make sure the application where you will insert the image supports the selected file format.

Scanning from TWAIN-compliant software

Some software programs use an industry standard called TWAIN to allow images to be acquired directly from scanners. This eliminates some steps from the scanning procedure.

How to tell if your software program supports TWAIN

To find out if your application uses this method:

- Locate **Acquire** or **Acquire Image** under the **File** menu.
- Check the software's documentation. If you can't find any references to TWAIN, your program doesn't support it.

How to scan with TWAIN

Note: If your software program does not support TWAIN, the following procedure will not work.

1. Make sure your software program has the HP OfficeJet Series 600 selected as the scanning source. Usually, you can check this by choosing **Select Source** or **Acquire/Select Source** from the **File** menu in your software.

   If you can't find where to select the scanning source in your software program, check the program's documentation.

2. Open a document in your software where you want the image to be placed.

3. Load your image or document in the document tray with the printed side facing away from you (as many pages as your software will allow, or a single scan/copy sleeve).

   Note: If the Document Assistant displays, close it.

4. Select **Acquire Image** from the **File** menu in your software. (Some programs may have a slightly different command, like Acquire.)

   If the Scan Settings dialog box displays, choose from the many scanning options, or click **Help** for information about the options. Some applications scan using their own settings. In this case the Scan Settings dialog box won't be displayed.

   The scanned image will appear in the Image Viewer. You can edit your image using the Image Viewer tools — see "Scan Image Viewer" on page 5-5. When you exit from the Image Viewer, the edited image will appear in your application.

Scanning Your Document to Edit the Words (OCR)

Scan using the *Optical Character Recognition* (OCR) method when your original document has words that you want to edit in your word processing program.

Important: After scanning, proofread your document carefully to make sure none of the letters or characters have been misinterpreted by the OCR software. Even a spell checker won't catch everything.

For more information about the OCR software, refer to the Caere documentation that was shipped with the HP OfficeJet.

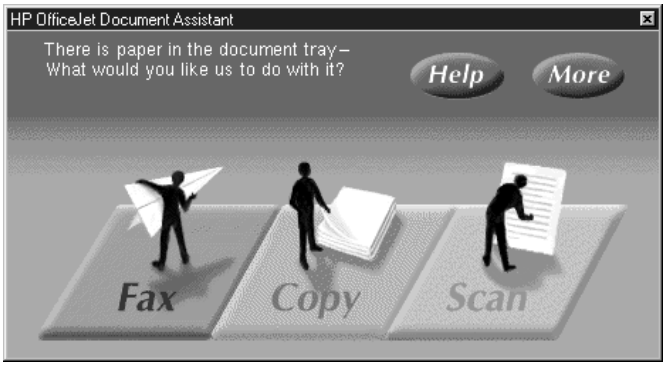
To scan your document using OCR:

1. Load your document in the document tray with the printed side facing away from you. You can load up to 20 pages, or a single scan/copy sleeve.

   Note: You may want to use the scan/copy sleeves provided to protect original documents for scanning. Refer to "Using a Scan/Copy Sleeve to Protect Your Original" on page 2-3 for more information.

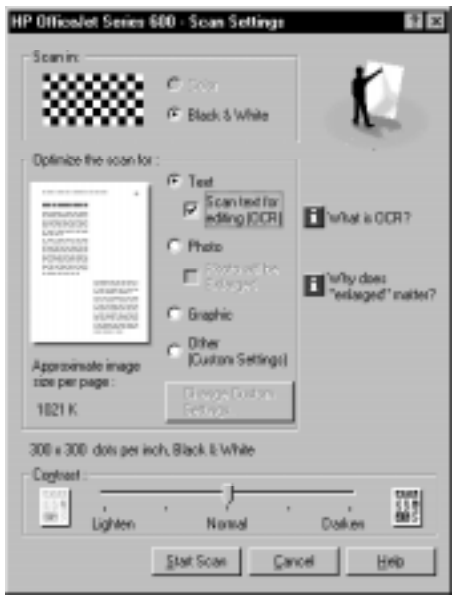
   Look at your computer screen.

When you load your document, the Document Assistant asks you what you want to do.



2 Click **Scan** and the Scan Settings dialog box displays.

Click **Scan text for editing (OCR)** to edit the words in your document.



3 Click the **Text** and **Scan text for editing (OCR)** checkboxes.

4 Click **Start Scan**.

Your document will be scanned into the word processing program that you selected when you installed the OmniPage OCR software (at the end of the HP OfficeJet software installation).

Note: To change the selected word processing program, double-click the **HP OfficeJet Manager** icon on your Windows desktop, click **HP OfficeJet** and select **Settings and Maintenance**. Click the **Software** tab, and select from the **File format for OCR results** menu.

5 Edit and proofread your scanned document carefully.

6 Printing

Read this chapter to learn how to select and load paper, envelopes, and other media, how to find and use the print settings, and two ways to begin printing — from your Windows software and from the HP OfficeJet Manager software.

Paper Types 6-2
- Selecting paper types and sizes 6-2
- Loading tips 6-2
  - Loading plain and special papers 6-3
  - Loading letterhead paper 6-3
  - Loading a single envelope 6-3
  - Loading multiple envelopes 6-4
  - Loading transparencies 6-4

Using the Print Settings 6-5
- Locating the print settings 6-5
- Using the Paper tab settings 6-5
- Using the Setup tab settings 6-6
  - Print quality and speed 6-6
  - Printing in color 6-6
  - Printing in grayscale 6-7
- Using the Advanced tab settings 6-7

Printing from Your Windows Software Program 6-8

Printing from the HP OfficeJet Manager 6-8

Paper Types

Selecting paper types and sizes

The HP OfficeJet can print on any of the following paper types. Refer to Chapter 8 for ordering information.

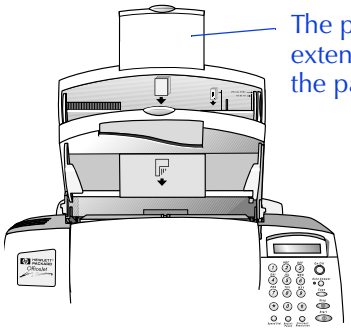
Note: To produce intense, high quality color printing results, use HP Premium InkJet Paper or HP Premium Glossy Paper.

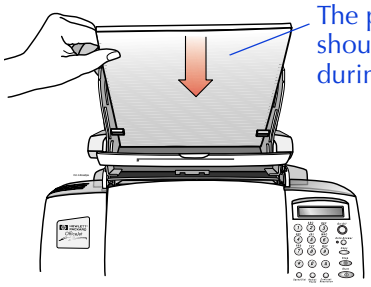
Types of Paper	Sizes of Paper*	Capacity
Plain Paper (20 to 32 lb)	U.S. letter = 8.5 x 11 in U.S. legal = 8.5 x 14 in U.S. executive = 7.25 x 10.5 in A4 = 210 x 297 mm A5 = 148 x 210 mm B5 = 182 x 257 mm	150 sheets of 20 lb
Envelopes	U.S. #10 = 4.12 x 9.5 in U.S. #9 = 3.88 x 8.88 in DL = 110 x 220 mm C6 = 114 x 162 mm A2 = 111 x 146 mm	10
Cards (40 to 60 lb)	U.S. index cards = 4 x 6 in, and 5 x 8 in A6 = 105 x 148 mm	50 sheets
HP Premium InkJet Paper	U.S. letter = 8.5 x 11 in A4 = 210 x 297 mm	100 sheets
HP Premium Transparency Film **HP Bright White Paper** **HP Premium Glossy Paper** **HP Greeting Card Paper** **Avery paper labels**	U.S. letter = 8.5 x 11 in	50 sheets 150 sheets 50 sheets 50 sheets 25 sheets
* Refer to “Paper Margins (Printing)*” on page 8-3.		

Loading tips

Most papers have a side that’s been conditioned for printing and a side that’s not conditioned for printing. The so-called “print side” is usually indicated on the paper’s packaging. Before loading, check your paper’s packaging to determine which is the print side, and *always load with the print side facing toward you.*

Loading plain and special papers





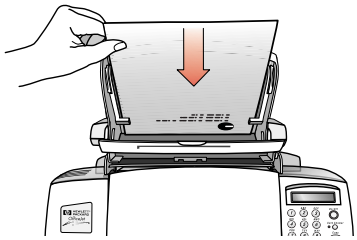
- Before loading paper, be sure to pull up the paper extension at the back of the paper tray.
- Load paper with the print side facing toward you.

HP Premium InkJet Paper:
The print side has no corner arrow.

HP Premium Glossy Paper:
Load with the glossy side facing you.

Avery paper labels:
Load with the labels facing you.

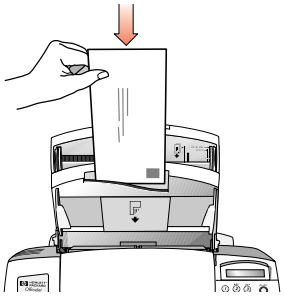
Loading letterhead paper



- Load letterhead paper with the letterhead edge down and facing toward you.

Loading a single envelope

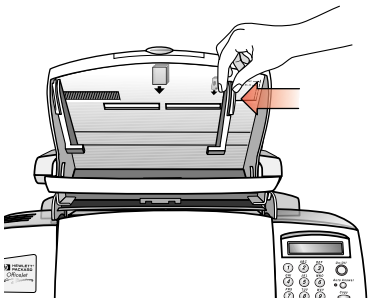
- To print on a single envelope, you can to use the single-envelope slot, so you don't have to remove any paper already loaded in the paper supply tray.



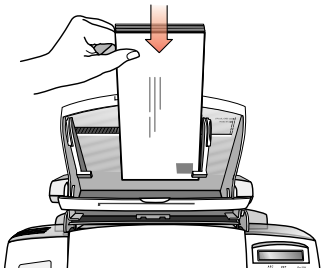
- Load a single envelope as shown, with the address side facing toward you and the stamp edge down.

Change the paper size in the print settings to the envelope size you loaded. Refer to "Using the Paper tab settings" on page 6-5.

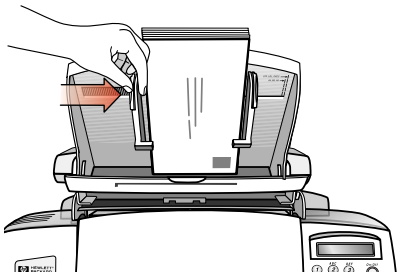
Loading multiple envelopes



- Pull the document tray forward and remove any paper from the paper supply tray.
- Pinch and slide the right paper guide to the envelope position.

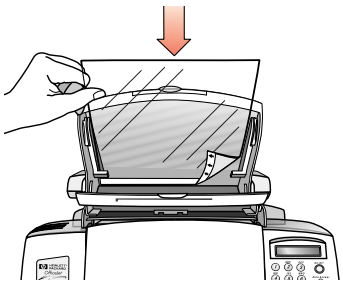


- Load the stack of envelopes (up to 10) with the address side facing toward you and the stamp edge down. Align the right edge of the stack with the right paper guide.



- Pinch and slide the left paper guide until it touches the left edge of the envelope stack.
- Push the document tray backward until it rests against the paper tray.

Loading transparencies



- Load transparencies (up to 50) with the adhesive-strip edge down and facing away from you, and the rough side facing toward you. The arrows on the adhesive strip will be on the side of the transparency that faces away from you.

Using the Print Settings

Locating the print settings

Two of the ways you can locate the print settings are described below.

Note: There are other ways to locate the print settings, but the paths are specific to the Windows version you're running – Windows 3.1 or Windows 95. Refer to your Windows documentation for instructions.

- **From within your Windows software programs.** Use this method to make temporary (per job) changes to the settings. Typically, you first select **Print** or **Print Setup** from the File menu of your software program, then select **Setup**. However, each software program determines the path you need to take through its menus and printer setup dialog box in order to display the print settings.
- **From the HP OfficeJet Manager.** Use this method to change the factory (default) settings, which will be applied to all print jobs until you change the setting. Double-click the **HP OfficeJet Manager** icon on your Windows desktop, then click **Print** and select **Print Settings**.

Using the Paper tab settings

Use the Paper tab to change the paper orientation, paper size, paper type, sequence of the pages, and number of copies.

For detailed information about each setting, click the **Help** button at the bottom of the dialog box, then click the **Reference** tab.

The Paper tab in the Print Settings

Using the Setup tab settings

Use the Setup tab to control the print quality, print speed, and ColorSmart print settings. For detailed information about each setting, click the **Help** button at the bottom of the dialog box, then click the **Reference** tab.

The Setup tab in the Print Settings

Print quality and speed

- **Normal** is the factory-set quality.
- Choose **EconoFast** for draft quality and the fastest speed.
- Choose **Best** for the highest quality output but slowest speed.

Printing in color

To print in color, be sure you have created color text or pictures within your document, then make sure color printing is turned on in your software program. Color printing is typically turned on as the factory setting in your software program's Print dialog box.

The HP OfficeJet is factory set to print in color. If you have changed the settings, be sure the **Automatic ColorSmart** option is selected and the **Print in Grayscale** option is unselected in the Setup tab of the print settings.

Printing in grayscale

If you want to economize on the use of the color print cartridge, or if you want to print significantly faster, print draft copies of your color documents in grayscale.

- To print in grayscale, select the **Print in Grayscale** option in the Setup tab.

Using the Advanced tab settings

Aligning or cleaning the print cartridges may solve some printing problems. If the Help system recommends this corrective action for your particular problem, click the appropriate button in the **Print Cartridge Maintenance** area in the **Advanced** tab.

If you print from DOS programs that run under Windows, you may need to change the **Paper Size** or **Character Set** settings in the **Advanced** tab.

For detailed information about each setting, click the **Help** button at the bottom of the dialog box, then click the **Reference** tab.

Advanced tab in the Print Settings

Printing from Your Windows Software Program

1. In your software program, select **Print** from the **File** menu. The software program's Print dialog box displays.
2. Make sure the **HP OfficeJet Series 600 Printer** is the selected printer, then select **All, Current Page,** or the specific pages of the file you want to print and the number of copies.
3. If necessary, change any of the other print settings (in the three previously-described tabs: **Paper, Setup,** and **Advanced**) by clicking **Properties, Printer Setup,** or **Printer** in the program's Print dialog box or **Print, Print Setup,** or **Page Setup** in the **File** menu. Changes made to these print settings will affect only the current print job.

   Note: Instead of Print, Print Setup, or Page Setup, your program may have another similarly-named option in the File menu.
4. Click **Print** to begin printing.

Printing from the HP OfficeJet Manager

1. If necessary, change any of the print settings (in the **Paper, Setup, and Advanced** tabs) using either of the methods described in "Locating the print settings" on page 6-5.
2. Double-click the **HP OfficeJet Manager** icon on your Windows desktop.
3. Click **Print** and select **Print** from the menu. The Print dialog box displays.
4. Select the file you want to print and click the **Print** button.

7 Getting Help

Read this chapter to learn how to answer any questions you may have while using your HP OfficeJet. You'll find many sources of helpful information, plus you'll learn where to look up more information about messages that are displayed, how to clear error messages, and where to find additional troubleshooting information.

Sources of Information and Help 7-2

Using the Help System 7-5

Understanding the Messages Displayed on the Keypad 7-6

Additional Problem Solving Tips 7-21

- Uninstalling the software 7-21
- Cleaning the scanner glass 7-22

Sources of Information and Help

Follow these four steps if you encounter a problem:

1. Review this chapter and the Help system for problem solving information.

   The *fastest* way to solve most problems is to take the corrective steps outlined in this chapter, or in the Help system.

- If you're not sure about the meaning of a displayed message, or you want to know how to clear an error message, refer to "Understanding the Messages Displayed on the Keypad" on page 7-6.
- If you experience a problem while using the HP OfficeJet, refer to the **Troubleshooting** topics in the Help system. See "Using the Help System" on page 7-5 to locate **Troubleshooting** help topics.
- Explore the **How Do I?** topics in the Help system if you want step-by-step instructions or maintenance information. (See "Using the Help System" on page 7-5 to locate **How Do I?** help topics.)
- For additional problem-solving tips, try using the following support services: HP's online support, HP's fax-back support, or the HP support Web site. (To find out how to access these services, refer to the table on the next page.)

2. Make sure you are operating your HP OfficeJet in the correct environment.

   The HP OfficeJet is not supported in the following situations:

- Roll-over phone systems (such as automatic answering systems), voicemail, call waiting, and some other advanced features provided by your phone company.
- PC local area networks.
- Windows NT.
- Switch boxes.
- External parallel-port peripheral connections, such as a Zip™ drive. The HP OfficeJet must be connected *directly* to an LPT port on your computer.

3. Gather some basic information if you plan to call HP for help.

If you suspect that your HP OfficeJet will have to be returned for repair, be sure to have the following information readily available before you contact HP or your dealer:

- Product name, model number (printed on the keypad), and serial number (printed on the back of the HP OfficeJet).
- A description of the problem, including any error messages.
- Purchase date and proof of purchase.

Note: If you're unsure of the warranty coverage, refer to the "Hewlett-Packard Limited Warranty Statement for Teleconnected Products," a short document in the box with the HP OfficeJet.

4. Call your dealer or the HP Customer Support Center. (Refer to the phone numbers on the following pages.)

   If you're unable to resolve the problem after reviewing this chapter, contact your dealer or the HP Customer Support Center for further assistance.

Caution: To avoid printing problems and ink spillage, remove the print cartridges *before* repackaging and shipping the HP OfficeJet.

Organization	Telephone Number	Support Provided	Hours of Operation
HP Reseller Locator Service	(800) 243-9812	Help locating the nearest HP authorized dealer.	24 hours per day 7 days per week
Internet/World Wide Web	http://www.hp.com/go/cposupport	Information on products, printer drivers, and support.	24 hours per day 7 days per week
America Online To become a subscriber, call (800) 827-6364.	Log on and at the prompt, type: **HP** or **HP Support** (AOL connect charges may apply)	Interactive dialog with worldwide HP customer community. Exchange of information and links to the HP electronic support center home page on the World Wide Web. Drivers and support documentation.	24 hours per day 7 days per week
CompuServe To become a subscriber, call (800) 524-3388 and ask for Agent #51.	Log on and at the prompt, type: **HP** (CompuServe connect charges may apply)	Same as above.	24 hours per day 7 days per week

Organization	Telephone Number	Support Provided	Hours of Operation
HP FIRST Faxback (24-Hour automated faxback support service)	(800) 333-1917 Press 1 for faxed tips or (208) 344-4809	Detailed product support information on common software applications and troubleshooting tips (all sent by fax).	24 hours per day 7 days per week
HP Bulletin Board Service (Real-time access over modem)	(208) 344-1691	Electronic download of HP product information, troubleshooting hints and updated HP printer driver information.	24 hours per day 7 days per week
HP Customer Support Center	(208) 323-2551	Technical assistance with setup and operation. Repair information and exchange program information.	6:00 am - 10:00 pm MST Mon-Fri 9:00 am - 4:00 pm MST Sat
Post Warranty Information (Fee-based support)	(900) 555-1500 ($2.50* per minute U.S. charges start only when you connect with a support technician) or (800) 999-1148 ($25.00* fee per call U.S. Visa, or MasterCard) * Prices subject to change without notice	Post-warranty assistance on product questions and the most common software applications.	6:00 am - 10:00 pm MST Mon-Fri 9:00 am - 4:00 pm MST Sat
HP OfficeJet Software by Mail	(888) HP DISKS	Order floppy disks if you don't have a CD-ROM. Obtain future software updates.	8:00 am - 5:00 pm EST Mon-Fri
HP Direct Ordering User's Guides	(800) 538-8787 (800) 227-8164	Customer-orderable supplies and accessories, and some documents.	6:00 am - 5:00 pm PST Mon-Fri
HP North American Response Center	(800) 633-3600	HP service contract information.	24 hours per day 7 days per week

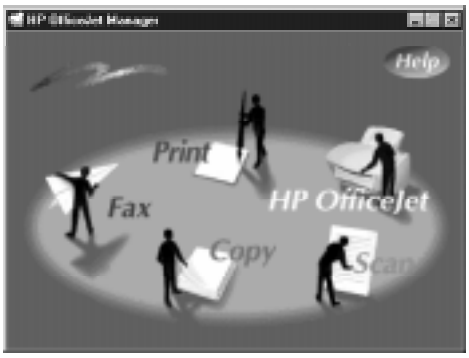
Using the Help System

When you need help just click the **Help** button on any of the HP OfficeJet dialog boxes, or explore the many topics from the main menu of Help. Here's how to access the main menu:

Click the **Help** button in either the **HP OfficeJet Manager** or the **Document Assistant**.

Note: You can also access the HP OfficeJet Manager by clicking **More** in the Document Assistant.

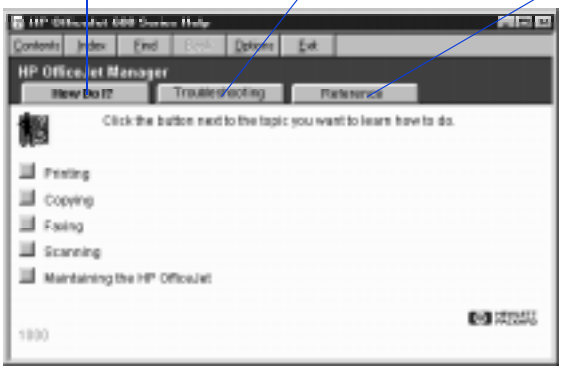
The HP OfficeJet Manager menu.



Provides step-by-step instructions on accomplishing your tasks

Helps you pinpoint the causes of problems and solve any difficulties you may experience

Contains other information you might like to know about your HP OfficeJet, as well as a detailed guide to using each feature in the software



- **?** - Help is also available in every HP OfficeJet dialog box. Click the **?** in the upper right corner of the dialog box, then click the setting you want to know more about. A brief description of the setting will be displayed.

Understanding the Messages Displayed on the Keypad

The following messages are listed *alphabetically* for easy reference.

This keypad message:	Has this meaning:	And this action is recommended:
Black ink low	The black print cartridge may be low on ink. Depending on the density of ink in your printouts, you may be able to print up to 50 pages more before the black print cartridge runs out of ink.	After this message is displayed, check your printouts periodically. When the quality of the black ink in your printouts becomes unacceptable, remove the used print cartridge and replace it with a new one. To display step-by-step, illustrated instructions on your computer screen, follow this Help path: How Do I?/ Maintaining the HP OfficeJet/ Replacing print cartridges. To avoid losing any faxes, you may also change the **Fax Receive** settings so that they are received to your PC temporarily. You can then print them later when the cartridge is replaced.
Clear document jam, then press START.	One of the following has happened: • Your document jammed while being fed through the document tray. • The HP OfficeJet loaded multiple sheets of your document simultaneously, instead of one at a time. • You loaded a document in the document tray that's longer than the 14-inch (35.6-cm) maximum.	• Remove the document from the document tray*, then reload it and press **Start** to clear the message. Re-start your job. Note: Do not load documents that are longer than 14 inches (35.6 cm). *If the document is jammed, lift the cover and clear the jam. To display document jam-clearing instructions on your computer screen, follow this Help path:Troubleshooting/Scanning/Paper is jammed or isn't feeding properly/Document is stuck in the HP OfficeJet.

This keypad message:	Has this meaning:	And this action is recommended:
Clear paper jam, then press START. or Clear paper jam	One of the following has happened: • Paper jammed while being fed through the paper supply tray. • The HP OfficeJet loaded multiple sheets of the paper supply simultaneously, instead of one at a time. • The paper you loaded in the paper supply tray is longer than the 14 inch (35.6 cm) maximum.	1 Remove the paper from the paper supply tray. 2 Open the cover and clear the paper path. (To display step-by-step, illustrated instructions on your computer screen, follow this Help path: How Do I?/Maintaining the HP OfficeJet/Clearing a paper jam.) 3 Pull the document tray forward, reload the paper* into the paper supply tray, then push the document tray back into place. * If you have plain paper loaded, turn over the stack of paper before reloading it, so that any curl in the paper is reversed. Note: Do not load paper that's longer than 14 in (35.6 cm) into the paper supply tray. 4 Press **Start** to clear the message and reset the HP OfficeJet.

This keypad message:	Has this meaning:	And this action is recommended:
Clear paper/ document jam, then power Off/On.	One of the following has happened: • A serious print jam has occurred. • You manually moved the print cartridge holder out of its position. • Part of the printing mechanism has been damaged.	1 Open the cover and clear the paper path. (To display step-by-step, illustrated instructions on your computer screen, follow this Help path: How Do I?/Maintaining the HP OfficeJet/Clearing a paper jam.) 2 Remove any documents from the document tray. 3 Reset the HP OfficeJet by pressing the **On/Off** button on the keypad twice (this turns it off, then on again), then click the **Reconnect Now** button on your computer screen. If this doesn't clear the display, try unplugging and replugging the power cord from the wall.
Close cover	One of the following has happened: • The cover of the HP OfficeJet was opened. • The scanner cover was removed or misinstalled. Print jobs will be suspended temporarily, and all other jobs will be cancelled.	Close the cover on the front of the HP OfficeJet, and make sure you hear the "click" that tells you it's completely closed. If this doesn't clear the message, follow the instructions under the *"Replace Scanner Cover"* message later in this table. Any print jobs that were suspended will continue normally. You will need to re-start any faxes you were sending, and any copy or scan jobs.

This keypad message:	Has this meaning:	And this action is recommended:
Copy failed	The HP OfficeJet ran out of memory while copying your document.	Copy using the HP OfficeJet's Document Assistant screen on your computer, instead of from the keypad. Copies made from the Document Assistant use your computer's memory, which is more extensive than the HP OfficeJet's memory. Refer to Chapter 4 for step-by-step copying instructions.
Dialed fax busy	While sending a fax, the HP OfficeJet encountered a busy signal.	To redial the fax number, you can do either of the following: • You can press the **Redial** button to redial the fax number manually. • If the Automatic Redial feature is turned on (the factory setting), the number will be automatically redialed at intervals. Refer to "Redialing a fax number" on page 3-13 for redialing information.
Doc memory full	The HP OfficeJet's document memory has been completely filled.	This message should clear automatically when the next task starts (for example, when you start a copy or receive a fax). • If this message persists, press the **On/Off** button twice to reset the HP OfficeJet, then click the **Reconnect now** button on your computer screen.

This keypad message:	Has this meaning:	And this action is recommended:
Fax send failed	An error occurred during faxing.	Refer to the Fax History log for the reason the fax failed, then try resending if appropriate. To display the Fax History log on your computer screen, follow this path:HP OfficeJet Manager/Fax/Fax History/Sent Faxes tab.
Getting document from PC	A document is being transferred from your software application to the HP OfficeJet in preparation for faxing.	No action is required.
Group fax failed	An error occurred during faxing to a group of fax numbers. The HP OfficeJet may have faxed successfully to *some* of the group of fax numbers.	Refer to the Fax History log for the reason the fax failed, then try resending, if appropriate. To display the Fax History log on your computer screen, follow this path: HP OfficeJet Manager/Fax/Fax History/Sent Faxes tab.
If new black cartridge, press 1. If used, press 2.	You have just installed a black print cartridge. You are being asked to specify whether you removed and replaced a used cartridge, or whether you installed a brand new cartridge (just out of the box).	If you removed a used cartridge and replaced it with a brand new one: Press 1 on the keypad. A message on your computer screen prompts you to align the new print cartridge; this action is recommended for best output. If you removed a used cartridge and replaced the same cartridge: Press 2 on the keypad.

This keypad message:	Has this meaning:	And this action is recommended:
If new color cartridge, press 1. If used, press 2.	You have just installed a color print cartridge. You are being prompted to specify whether you removed and replaced a used cartridge, or whether you installed a brand new cartridge (just out of the box).	If you removed a used cartridge and replaced it with a brand new one: Press **1** on the keypad. A message on your computer screen prompts you to align the new print cartridge; this action is recommended for best output. If you removed a used cartridge and replaced the same cartridge: Press 2 on the keypad.
Ink drying, press START to cancel.	To avoid smearing, the ink on the printout in the output tray requires time to dry. The HP OfficeJet will display this message for up to six minutes. Nothing will be printed during the ink drying time.	No action is required. Optional: To skip the ink drying time and continue your current job: Remove the page from the output tray, then press the **Start** button to clear this message.
Insert black cartridge	You removed the black print cartridge from its holder. Most HP OfficeJet functions are inoperative until the black print cartridge is replaced.	Install a black print cartridge. If you're replacing a used black print cartridge with a brand new one, and you want step-by-step, illustrated instructions displayed on your computer screen, follow this Help path: How Do I?/ Maintaining the HP OfficeJet/ Replacing print cartridges.
Insert color cartridge	You removed the color print cartridge from its holder. Most HP OfficeJet functions are inoperative until the color print cartridge is replaced.	Install a color print cartridge. If you're replacing a used color print cartridge with a brand new one, and you want step-by-step, illustrated instructions displayed on your computer screen, follow this Help path:How Do I?/ Maintaining the HP OfficeJet/ Replacing print cartridges.

This keypad message:	Has this meaning:	And this action is recommended:
Insert connector	The fax/phone line connector has been removed. (This is the connector to which your phone cords are attached. It fits into the back of the HP OfficeJet.) The HP OfficeJet can't send or receive faxes until the connector is replaced.	1 For safety, press the **On/Off** button to turn off the HP OfficeJet before re-installing the fax/phone line connector. 2 Re-install the fax/phone line connector. For illustrated instructions, refer to "2. Plug in the Line Connector" on page 1-3. 3 Press the **On/Off** button to turn on the HP OfficeJet, then click **Reconnect now** on your computer screen.
Load A-size paper, then press START.	The paper or envelope you loaded in the paper supply tray has a narrower width than the paper size that's needed for receiving faxes or printing. (A-size is letter-size paper, 8.5 x 11 inches.)	1 Do either of the following: • Load A-size paper in the paper supply tray. • If you're printing on envelopes, change the paper size (in your software program's page setup settings) to envelopes. 2 Press the **Start** button to clear the message.
Load A4-size paper, then press START.	The paper or envelope you loaded in the paper supply tray has a narrower width than the paper size that's needed for receiving faxes or printing. (A4-size is European letter-size paper, 210 x 297 mm.)	1 Do either of the following: • Load A4-size paper in the paper supply tray. • If you're printing on envelopes, change the paper size (in your software program's page setup settings) to envelopes. 2 Press the **Start** button to clear the message.

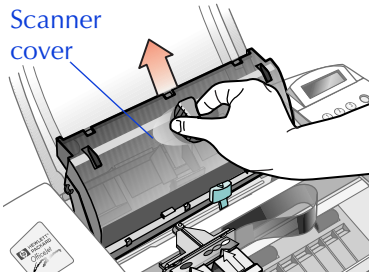
This keypad message:	Has this meaning:	And this action is recommended:
Load doc to send	You've specified that you want to begin sending a group fax, but there's no document loaded in the document tray.	Load the document in the document tray that you want to send as a group fax. Then press the **Start** button.
Load legal-size paper, then press START.	The paper or envelope you loaded in the paper supply tray has a narrower width than the paper size that's needed for receiving faxes or printing. (Legal-size paper is 8.5 x 14 inches.)	1 Do either of the following: • Load legal-size paper in the paper supply tray. • If you're printing on envelopes, change the paper size (in your software program's page setup settings) to envelopes. 2 Press the **Start** button to clear the message.
Memory full, press START	While you were sending a group fax or making a copy, the HP OfficeJet's memory filled to its capacity.	1 Press **Start** to clear the message. 2 Select the appropriate case: • If you were sending a group fax from the keypad using a speed dial code: Send the document using the Document Assistant (more memory is available). • If you were making a copy: Try copying from the Document Assistant. For step-by-step illustrated instructions, refer to Chapter 4.

This keypad message:	Has this meaning:	And this action is recommended:
No fax answered	There were no answering fax tones at the receiving fax machine. Or the phone cord may not be properly plugged in.	Check to make sure you faxed to the correct number, then try sending the fax again. If the recipient needs to receive faxes manually, you may need to call to notify the recipient that you're sending a fax. Also, check to see if the phone cord is properly inserted to both the HP OfficeJet and the wall jack.
No group send	You have begun real-time dialing, and you entered a speed dial code that's been assigned to a group of fax numbers. In this situation, faxing to a group is not allowed.	Use the dialing instructions in the "Speed dialing" on page 3-4.
Off hook...	You pressed the **Start** button, and this gives you a dial tone so that you can begin real-time dialing to send a fax.	Begin dialing the fax number to send a fax using the real-time dialing method. For step-by-step, illustrated instructions, refer to "Dialing in real time" on page 3-3.
Phone off-hook	You lifted the receiver of a phone that's attached directly to the HP OfficeJet, and you have a dial tone.	Begin dialing a phone or fax call at any time.

This keypad message:	Has this meaning:	And this action is recommended:
Press START to re-enter date, or STOP to skip.	While the HP OfficeJet was disconnected from your computer, you entered an invalid date on the HP OfficeJet's keypad. The current date will be entered on the header of the faxes you send, so accuracy is important.	Press the **Start** button to enter a valid date, or re-connect to your computer. When you re-connect the HP OfficeJet to your computer, the current time and date will be automatically sent to the HP OfficeJet.
Press START to set time/date, or STOP to skip.	The HP OfficeJet was disconnected from your computer and then lost power, so you are being prompted to manually enter the current time and date. Note: The current time and date will be entered on the header of the faxes you send, so accuracy is important.	Press the **Start** button to begin entering the current time and date, or re-connect to your computer. Note: When the HP OfficeJet is connected to your computer (using the bi-directional parallel cable that's included in the box), you won't need to set the date and time; the date and time on the HP OfficeJet's message display are automatically loaded from your computer.
Receive failed	While you were receiving a fax, a communication error occurred between the HP OfficeJet and the sending fax machine. Failed transmissions are most often caused by "noise" on the telephone line.	If you know the identity of the person sending the fax, call and ask them to resend it.

This keypad message:	Has this meaning:	And this action is recommended:
Reconnect to PC	You replaced the original fax/phone line connector with one that's intended for a different country, then reset the HP OfficeJet's power. Faxing may not be possible until you reconnect the HP OfficeJet to your computer.	Click the **Reconnect now** button on your computer screen. This message should be cleared. If the message persists, press the **On/Off** button twice, then click **Reconnect now** again on your computer screen.
Redial in *xxx* s	You sent a fax that was unsuccessful (due to a busy signal or no answer). Now the Automatic Redial procedure has begun. The next redial will occur after the number of seconds indicated on the message display.	You don't need to do anything. If you prefer to manually redial again right away, instead of waiting for the next automatic redial, press the **Redial/Pause** button any time. For information about manual and automatic redialing, refer to "Redialing a fax number" on page 3-13.
Re-insert black cartridge	The black print cartridge has either been misinstalled, or it is defective. Most HP OfficeJet functions will be inoperative until this problem is resolved.	Remove the black print cartridge, re-install* it, and close the cover. If the message is still displayed, try the above procedure one more time. If the message hasn't cleared, replace* the black print cartridge with a brand new one. *To display step-by-step, illustrated instructions on your computer screen, follow this Help path:How Do I?/Maintaining the HP Office-Jet/Replacing print cartridges.

This keypad message:	Has this meaning:	And this action is recommended:
Re-insert color cartridge	The color print cartridge has either been misinstalled, or it is defective. Most HP OfficeJet functions will be inoperative until this problem is resolved.	Remove the color print cartridge, re-install* it, and close the cover. If the message is still displayed, try the above procedure one more time. If the message hasn't cleared, replace* the color print cartridge with a brand new one. *To display step-by-step, illustrated instructions on your computer screen, follow this Help path:How Do I?/Maintaining the HP OfficeJet/Replacing print cartridges.
Reload document, then re-start job.	While copying, sending a fax, or scanning, the HP OfficeJet wasn't able to load a sheet you placed in the document tray.	Remove the document from the document tray, reload it, and re-start the job you were doing. Note: You don't need to reload pages that were already faxed.
Reload paper, then press START.	One of the following problems has occurred: • There's no paper in the paper supply tray. • Paper was loaded incorrectly in the paper supply tray. • The HP OfficeJet wasn't able to load a sheet from the paper supply tray.	If there was no paper in the paper supply tray when the error occurred: Pull the document tray forward, load paper in the paper supply tray*, push the document tray back into place, and press the **Start** button. If there was paper in the paper supply tray when the error occurred: Remove the paper and stack it on a flat surface. Pull the document tray forward, load the paper in the paper supply tray, push the document tray back into place, and press the **Start** button. Or try adding more sheets to the paper supply tray.

This keypad message:	Has this meaning:	And this action is recommended:
Replace scanner cover	One of these problems happened with the scanner cover: • You removed the scanner cover from inside the HP OfficeJet and didn't replace it. • You replaced the scanner cover incorrectly.	Open the HP OfficeJet's top cover, then perform the appropriate action: If the scanner cover is missing: Replace the scanner cover and close the top cover.  If the scanner cover is in place: Remove the scanner cover, replace it, then close the cover.
Replace wrong black cartridge.	The black print cartridge you loaded is not supported by the HP OfficeJet and will not work. Most HP OfficeJet functions will be inoperative until this problem is resolved.	Open the cover and remove the black print cartridge. Replace it with the correct black print cartridge. To display step-by-step, illustrated instructions on your computer screen, follow this Help path:How Do I?/ Maintaining the HP OfficeJet/ Replacing the print cartridges.
Replace wrong color cartridge.	The color print cartridge you loaded is not supported by the HP OfficeJet and will not work. Most HP OfficeJet functions will be inoperative until this problem is resolved.	Open the cover and remove the color print cartridge. Replace it with the correct color print cartridge. To display step-by-step, illustrated instructions on your computer screen, follow this Help path:How Do I?/ Maintaining the HP OfficeJet/ Replacing the print cartridges.

This keypad message:	Has this meaning:	And this action is recommended:
Scan failed	The communication between the HP OfficeJet and your computer failed during scanning.	Look at your computer screen for any error messages, and take the recommended corrective action.
Speed dial empty	You tried to dial a speed dial code that doesn't have a fax number stored in it.	Choose a speed dial code to which you have already assigned a fax number. To check which speed dial codes you've assigned, follow this path to look in your Phone Book: HP OfficeJet Manager/Fax/Phone Book.
Storing received fax on PC.	You have specified that received faxes should be stored on your computer, not printed from the HP OfficeJet. This message is notifying you that a received fax is in the process of being stored to your computer (PC).	No action is recommended. To view your received fax on your computer screen, select it in the **Received Faxes** tab* and click **View Fax**. * Follow this path to find the Received Faxes tab: HP OfficeJet Manager/Fax/Fax History/ Received Faxes tab
SYSTEM ERROR *XXXX*	A very serious error has occurred that may require the HP OfficeJet to be serviced. All HP OfficeJet functions will be inoperative until this problem is resolved.	Press the **On/Off** button once to reset the HP OfficeJet, then click **Reconnect Now** on your computer screen. If the message is cleared from the display, the problem has been solved and you can continue using your HP OfficeJet normally. If the message continues to be displayed, there's an internal problem that requires servicing. Please record the 4-digit error number in the message, then contact the HP Customer Support Center.

This keypad message:	Has this meaning:	And this action is recommended:
XX Unassigned	The displayed speed dial code (XX) doesn't have a fax number stored in it.	Choose a speed dial code to which you have already assigned a fax number. To check which speed dial codes you've assigned, follow this path to look in your Phone Book: HP OfficeJet Manager/Fax/Phone Book.
Will dial soon	The HP OfficeJet's fax line was unavailable when trying to dial a fax number. The HP OfficeJet will try to dial the number again after a few seconds.	No action is recommended.
Wrong connector	The wrong type of fax/phone line connector is installed. (This is the connector to which your phone cords are attached. It fits into the back of the HP OfficeJet.)	Write down the error message and call the HP Customer Support Center.

Additional Problem Solving Tips

Uninstalling the software

This is only required if you are upgrading from an older HP OfficeJet or updating the software or if your installation failed.

Before updating to a newer version of HP OfficeJet software, you need to remove the previous version of HP OfficeJet software. To avoid problems with removal, follow these instructions.

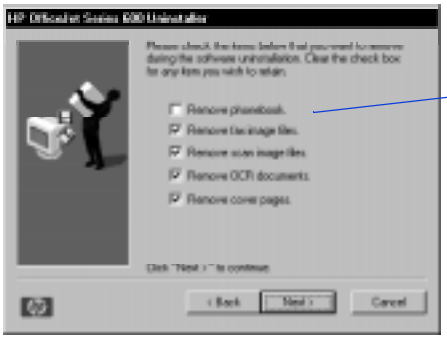
To remove HP OfficeJet software:

1. Insert the HP OfficeJet Series 600 CD into your CD-ROM drive, or if you have floppy disks, insert Disk #1 into your floppy drive. Choose **Run** from the Start menu in Windows 95, or from the **File** menu in Windows 3.1, then type:

   ```
   d:\setup.exe
   ```

   where “d:” represents the letter of your CD-ROM drive or floppy drive. Click **OK**.

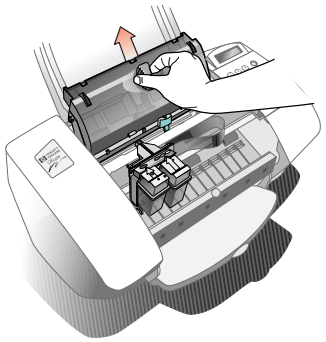
2. At the HP OfficeJet Welcome screen, click **Remove the HP OfficeJet Series 600 software from your PC** to begin uninstalling the software from your PC. You will be asked to confirm the process and to determine which components will be removed. If you would like to save a component, such as your Phone Book, clear the checkbox.



Cleaning the scanner glass

If you are getting streaks or spots on your faxes, copies, or scans, the scanner may need to be cleaned.

Important: The scanner glass is very delicate. Use extreme caution when cleaning the glass to avoid scratches.



- **Scanner glass**: Open the top cover and remove the document scanning cover. Look inside for a glass strip that is about ¾-inch (1.9 cm) wide and 9 inches (23 cm) long. Apply some mild glass cleaner to a soft, lint-free cloth, then gently wipe the scanner glass clean.
- **Document scanning cover**: Look on the bottom of the document scanning cover that you removed to clean the scanner glass. There is a white section that also needs to be cleaned. Apply some mild glass cleaner to a soft, lint-free cloth, then gently wipe this area clean.

Notes:

- Keep fluids away from the interior of the HP OfficeJet. Be sure to spray the glass cleaner on the cloth and not on the glass to avoid overspray onto other parts of the HP OfficeJet.
- Do not use compressed air to clean the interior of the HP OfficeJet.

8 Specifications

This chapter provides detailed information on the product specifications, ordering instructions for supplies and accessories, and regulatory information.

Product Specifications 8-2
- Overall Specifications 8-2
- Printing Specifications 8-2
- Faxing Specifications 8-4
- Copying Specifications 8-5
- Scanning Specifications 8-5

Ordering Information 8-6

Obtaining a Material Safety Data Sheet (MSDS) 8-6

Regulatory Information 8-7
- Declaration of Conformity 8-10

Product Specifications

The specifications that follow are subject to change without notice.

Overall Specifications

Dimensions
With tray installed
17.0w x 14.15d x 10.15h (inches)
430w x 359d x 258h (mm)
Without tray installed
17.0w x 11.25d x 8.15h (inches)
430w x 285d x 207h (mm)

Weight
15 lb (6.80 kg)

Power Supply
100-240 V, grounded

Power Consumption
30 watts maximum@1.5 amps

Operating Environment
Temperature range for best print quality:
15°C (59°F) to 35°C (95°F)

Allowable temperature/humidity range:
5°C (41°F) to 40°C (104°F)
15-80% relative humidity non-condensing

Maximum noise level generated:
Sound Power, LwAd = 5.8 B(A)
Sound Pressure, LpAm = 50 dB(A)

Reliability
50,000 pages life (printer)
20,000 pages life (scanner)
830 printed pages per month maximum

Printing Specifications

Print Method
Plain paper drop-on-demand thermal inkjet

Print Resolution
Monochrome
Best Mode = 600 x 600 dpi
Normal Mode = 600 x 300 dpi
EconoFast Mode = 300 x 300 dpi
Color
Best Mode = 300 x 300 dpi
Normal Mode = 300 x 300 dpi
EconoFast Mode = 300 x 300 dpi

Printer Command Language
HP PCL Level 3

Printer I/O Interface
Bi-directional Parallel (Centronics)

Print Speed
Monochrome
Best Mode = 1.5 ppm (page per minute)
Normal Mode = 3.5 ppm
EconoFast Mode = 5 ppm
Color
Best Mode = 0.2 ppm
Normal Mode = 1 ppm
EconoFast Mode = 2 ppm

Software Compatibility
Microsoft Windows 3.1 and Windows 95.

Also compatible with a range of DOS applications. DOS software must be able to run under Windows.

(continued on next page)

Printing Specifications (continued)

Paper Sizes*

Plain paper
- U.S. letter = 8.5 x 11 in
- U.S. legal = 8.5 x 14 in
- U.S. executive = 7.25 x 10.5 in
- A4 = 210 x 297 mm
- A5 = 148 x 210 mm
- B5 = 182 x 257 mm

Envelopes
- U.S. #10 = 4.12 x 9.5 in
- DL = 110 x 220 mm
- D6 = 114 x 162 mm
- A2 = 111 x 146 mm

Cards
- U.S. index cards = 4 x 6 in; 5 x 8 in
- A6 = 105 x 148 mm

HP Premium Transparency Film
- U.S. letter = 8.5 x 11 in

* Maximum width = 8.5 in (214 mm)
  Maximum length = 14 in (355 mm)

Paper/Media Types

Plain paper
Card Stock
Envelopes
HP Premium Inkjet Paper
HP Premium Transparency Film
HP Bright White Paper
HP Premium Glossy Paper
HP Greeting Card Paper
Avery paper labels (for Inkjet printers)

Paper Weight

Plain = 20 to 32 lb
Card Stock = 40 to 60 lb

Paper Margins (Printing)*

Plain paper:
- Top margin = 2.0 mm
- Bottom margin = 14 mm
- Left/Right margins:
  - U.S. = 6.3 mm (each)
  - International = 3.4 mm (each)

Envelopes and cards:
- Top margin = 2.0 mm
- Bottom margin = 19 mm
- Left/Right margins = 3.2 mm (each)

* These margins represent the maximum printable area for this device. However, your printer driver may create a smaller printable area.

Tray Capacities

Plain paper (20 lb bond)	150 sheets
Card stock	50 sheets
Envelopes	10 envelopes
HP Premium Inkjet Paper	100 sheets
HP Premium Transparency	50 sheets
HP Bright White Paper	150 sheets
HP Premium Glossy Paper	50 sheets
HP Greeting Card Paper	50 sheets
Avery Paper Labels	25 sheets

Faxing Specifications

Compatibility
ITU Group 3 fax / standard Error Correction Mode (ECM)

Transmission Speed
6 seconds/page (ITU-T Test Image #1)

Modem Speed
14400, 12000, 9600, 7200, 4800, 2400, 300 bps

Fax Image Memory
OfficeJet 600
50 pages (ITU-T Test Image #1)
OfficeJet 610
65 pages (ITU-T Test Image #1)
OfficeJet 630
65 pages (ITU-T Test Image #1)

Fax Resolution
Standard = 203 x 98 dpi
Fine = 203 x 196 dpi
300 dpi = 300 x 300 dpi
Photo = 300 dpi grayscale

Paper Sizes (Faxes Sent)*
A4 = 210 x 297 mm
U.S. letter = 8.5 x 11 in
U.S. legal = 8.5 x 14 in

* Maximum Width = 8.5 in (216 mm)
Maximum Length = 14 in (355 mm)

Paper/Media Types (Faxes Sent)
Plain paper
HP Scan/Copy Sleeves

Paper Weight (Faxes Sent)
20 to 24 lb

Paper Margins (Faxes Sent)
Top margin = 2.0 mm
Bottom margin = 11.0 mm
Left/Right margins:
U.S. letter = 8.0 mm (each)
A4 = 8.0 mm (each)

Document Tray Capacity
20 sheets of 20 lb bond paper

Automatic Fax/Telephone Answering Machine (TAM) Switching
Yes

Speed Dial Numbers
OfficeJet 600 = 100
OfficeJet 610 = 50
OfficeJet 630 = 100

Fax Blocking/ Automatic Fax Forwarding*
Yes

*This option is only available using the HP OfficeJet

Copying Specifications

Copy Speed
Color = 3-5 mpp (minutes per page)*
Monochrome = 1 mpp

* This option is only available using the HP OfficeJet Manager software.

Copy Resolution
300 dpi
24 bit color
8 bit grayscale (256 levels of gray)

Multiple Copies
Up to 99

Copy Reduction/Enlargement*
50-200%

* This option is only available using the HP OfficeJet Manager software.

Paper Sizes (Paper Tray)*
U.S. letter = 8.5 x 11 in
U.S. legal = 8.5 x 14 in
A4 = 210 x 297 mm

* Plain paper only 20 to 32 lb.

Paper Sizes (Document Tray)*
U.S. letter = 8.5 x 11 in
U.S. legal = 8.5 x 14 in
A4 = 210 x 297 mm

* Maximum Width = 8.5 in (216 mm)
Maximum Length = 14 in (355 mm)

Paper Margins (Copying)
Top margin = 2.0 mm
Bottom margin = 11.0 mm
Left/Right margins:
U.S. letter = 8.0 mm (each)
A4 = 8.0 mm (each)

Paper/Media Types (Document Tray)
Plain paper
HP Scan/Copy Sleeves

Paper Weight (Document Tray)
20 to 24 lb

Scanning Specifications

Scan Resolution
300 dpi (up to 1200 dpi enhanced)
24 bit color
8 bit grayscale (256 levels of gray)

Paper Margins (Scanning)
Top margin = 2.0 mm
Bottom margin = 11.0 mm
Left/Right margins:
U.S. letter = 8.0 mm (each)
A4 = 8.0 mm (each)

Paper Weight (Document Tray)
20 to 24 lb

Paper Sizes (Document Tray)*
U.S. letter = 8.5 x 11 in
U.S. legal = 8.5 x 14 in
A4 = 210 x 297 mm

* Maximum Width = 8.5 in (216 mm)
Maximum Length = 14 in (355 mm)

Paper/Media Types (Document Tray)
Plain paper
HP Scan/Copy Sleeves

Ordering Information

To order the HP supplies and accessories listed below, contact your nearest HP dealer.

Supply/Accessory	HP Reorder Number
Bi-directional Parallel Interface Cable	C2950A or C2951A
High Capacity Black Inkjet Print Cartridge	51629A
High Capacity Color Inkjet Print Cartridge	51649A
Media	
HP Premium Transparency Film (U.S. letter)	C3834A
HP Premium Transparency Film (A4)	C3832A
HP Premium Inkjet Paper (U.S. letter)	51634Y
HP Premium Inkjet Paper (A4)	51634Z
HP Bright White Inkjet Paper (U.S. letter)	C1824A
HP Bright White Inkjet Paper (A4)	C1825A
HP Greeting Card Paper (U.S. letter)	C1812A
HP Premium Glossy Paper (U.S. letter)	C3836A
HP Premium Glossy Paper (A4)	C3837A
HP OfficeJet Series 600 User's Guide	C5313-90001

Obtaining a Material Safety Data Sheet (MSDS)

You can obtain the current MSDS for the print cartridges (HP Part Numbers 51629A and 51649A) used in the HP OfficeJet Series 600 by mailing a request to this address in the USA:

Hewlett-Packard
Direct Marketing Organization, Bldg. 51LSE
P.O. Box 58059
Santa Clara, CA 95051-8059 USA

Regulatory Information

The following sections describe the product requirements from the Federal Communications Commission (FCC, U.S. only).

Notice to Users of the U.S. Telephone Network: FCC Requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

•Remain on the line and explain to the dispatcher the reason for the call.

•Perform such activities in the off-peak hours, such as early morning or late evening.

NOTICE: The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

Electromagnetic or Radio Frequency Interference: FCC Requirements

This equipment generates and uses radio frequency energy and may cause interference to radio and television reception. Your facsimile complies with the specifications of Part 15 of the Federal Communications Commission rules for a Class B digital device. These specifications provide reasonable protection against such interference in residential installation. However, there is no guarantee that interference will not occur in a particular installation. If the facsimile does cause interference to radio or television reception, which can be determined by turning the facsimile off and on, you can try to eliminate the interference problem by doing one or more of the following.

- Reorient the receiving antenna.
- Reorient the position of the facsimile with respect to the receiver.
- Move the facsimile away from the receiver.
- Plug the facsimile into a different outlet so that the facsimile and the receiver are on different branch circuits.

If necessary, consult an authorized HP service agency or an experienced radio/television technician for additional suggestions. You may find the following booklet, prepared by the Federal Communications Commission, to be helpful: “How to Identify and Resolve Radio/TV Interference Problems.” This booklet is available from the US Government Printing Office, Washington DC 20402, Stock No. 004-000-00345-4.

CAUTION: Changes or modifications not expressly approved by Hewlett-Packard for compliance could void the user's authority to use the equipment.

Notice to Users of the Canadian Telephone Network

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 0.4A, based on FCC Part 68 test results.

Declaration of Conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name:	Hewlett-Packard Company
Manufacturer's Address:	16399 West Bernardo Drive San Diego, CA 92127-1899, USA

declares that the product

Product Name:	OfficeJet Series 600 Printer/Fax/Copier/Scanner
Model Number:	C5316A, C5319A
Product Options:	600, 610, 630

conforms to the following product specifications:

Safety: IEC 950:1991+A1+A2+A3 / EN 60950:1992+A1+A2+A3
IEC 825-1:1993 / EN 60825-1:1994 Class 1 (Laser/LED)

EMC: CISPR 22:1993+A1 / EN 55022:1994 Class B[1]
EN 50082-1:1992
IEC 801-2:1991 / prEN 55024-2:1992 - 4 kV CD, 8kV AD
IEC 801-3:1984 / prEN 55024-3:1991 - 3V/m
IEC 801-4:1988 / prEN 55024-4:1992 - 0.5 kV Signal Lines
1.0 kV Power Lines
IEC 1000-3-2:1995 / EN61000-3-2:1995
IEC 1000-3-3:1994 / EN61000-3-3:1995
FCC Title 47 CFR, Part 15 Class B[2] / ICES-003, Issue 2
AS / NZS 3548:1992 / CISPR 22:1993 Class B[1]

1 The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.

2 This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Supplementary Information:

The product herewith complies with the requirements of the following Directives and carries the CE-marking accordingly:

•the EMC directive 89/336/EEC

•the Low Voltage Directive 73/23/EEC

For Compliance Information ONLY

Australia: Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street, Blackburn, Victoria 3130, Australia

Europe: Your local HP sales and service office or Hewlett-Packard Gmbh, Department HQ-TRE / Standards Europe, Herrenberger Straße 130, D-71034 Böblingen (FAX: +49-7031-14-3143)

USA: Product Regulations Manager, Hewlett-Packard Company, San Diego Division, 16399 West Bernardo Drive, San Diego, CA, 92127-1899 (Ph: 619-487-4100)

Index

Numerics

300 dpi resolution settings
  copying 4-3
  for faxing 3-9

A

accessories, ordering information 8-6

Acquire
  using to scan images 5-7

adding scanned images to existing documents 5-4

advanced fax settings 3-9

Advanced tab, printer properties 6-7

answering settings
  receiving faxes automatically 3-7, 3-19
  receiving faxes manually 3-8

automatic
  collating 4-4
  fax receiving 3-7

Automatic Redial setting 3-13

B

black and white
  copying 4-2

black ink low
  warning message 7-6

buttons
  Contrast/Resolution 3-10, 3-12, 4-2, 4-3, 4-4
  Redial/Pause 3-13
  Speed Dial 3-4
  Start 3-2
  Stop 3-2, 4-5

C

call waiting 7-2

calling card
  dialing a fax number 3-3

cancelling
  a fax 3-2
  scanning 5-3

cards
  how many to load 6-2

cleaning the scanner 7-22

clear paper/document jam, warning message 7-7

close cover, warning message 7-8

collating
  automatic 4-4
  turning on/off 4-8

color
  copying 4-5
  printing 6-6
  scanning 5-3

ColorSmart settings 6-6

connecting
  dedicated fax line 1-11
    with external modem 1-12
    with internal modem 1-11
  shared fax and phone line
    with distinctive ring 1-22
    with external modem 1-15
      and answering machine 1-20
      and computer voicemail 1-21
    with no other office equipment 1-13
    with PC-modem 1-14
      and answering machine 1-18
      and computer voicemail 1-19
  the fax/phone line connector 1-3
  the power cord 1-4
  the printer cable 1-4

contrast settings
  copying 4-4
  paper fax 3-12
  PC fax 3-12

copy and paste
scanned images into another document 5-4

Copy dialog box
collating 4-8
settings 4-5

copy failed, warning message 7-9

copying
automatic collating 4-4
black and white 4-2
color 4-5
complex documents 4-5
contrast
changing 4-4, 4-6
darkening and lightening 4-4, 4-6
error messages 7-9
large documents 4-5
margins 8-5
quality vs. speed 4-7
reducing and enlarging 4-7
resolution 8-5
changing 4-3, 4-6
specifications 8-5
speed 8-5
tests to ensure working properly 1-25
using a scan/copy sleeve 2-3
using Document Assistant 4-5
using the keypad 4-2

cover page
electronic 3-18
for faxes 3-18, 3-26

Cover Page Data dialog box 3-18, 3-26

credit card
dialing a fax number 3-3

cropping
a scanned image 5-4, 5-5

D

damaged documents
protecting with a scan/copy sleeve 2-3

darkening your copies 4-4, 4-6

date
changing 3-25
error messages 7-15

Declaration of Conformity 8-10

dialed fax busy, warning message 7-9

dialing a fax number
in real time 3-3
pulse or tone 3-17
speed dialing 3-4
using a calling or credit card 3-3
using Document Assistant 3-5
using phone connected to OfficeJet 3-3
using the keypad 3-2
entering a pause 3-13, 3-14
redialing 3-13

dialog boxes
Copy 4-5
Cover Page Data 3-18, 3-26
Fax Send Time 3-18, 3-26
Phone Book 3-18, 3-26
Print Settings 6-5
Scan Settings 5-2
Send Fax 3-5

distinctive ring
how to use 3-21
shared fax and phone line 1-22

doc memory full, warning message 7-9

Document Assistant
copying documents 4-5
controlling how copies look 4-6
in color 4-5
faxing paper documents 3-5
contrast settings 3-12
resolution settings 3-11
to a group of fax numbers 3-16
scanning documents 5-2
using OCR 5-8

document guides
adjusting 3-2

document jam 7-6

document tray
capacity 8-4
error messages 7-12
loading paper 7-12

documents
adding scanned images 5-4
error messages 7-12
loading for faxing 3-2
loading paper 7-12, 7-13
protecting with a scan/copy sleeve 2-3
scanning 5-2

DOS programs
printing from 6-7

E

editing scanned documents 5-8
Scan text for editing (OCR) setting 5-8

enlarging a copy 4-7

envelopes
how many to load 6-2
how to load
multiple 6-4
single 6-3
printing 6-3
sizes supported 6-2

error messages 7-6

F

fax (receiving)
advanced settings 3-9
answering settings 3-7, 3-19
automatically 3-7
cancelling 3-2
distinctive ring 3-21
error messages 7-9, 7-15
manually 3-8
number of rings before answering 3-20
OfficeJet Setup 3-22
paper size setting 3-23
specifications 8-4
storing in memory 7-19
tests to ensure working properly 1-25
to the PC 3-8
updating setup 3-22

fax (sending)
advanced settings 3-9
cancelling 3-2
changing header information 3-17
contrast settings 3-12
cover page, electronic 3-18
error messages 7-9, 7-10, 7-13, 7-14
from software programs 3-6
margins 8-4
modem speeds 8-4
paper documents 3-2
using Document Assistant 3-5, 3-16
using the keypad 3-2, 3-16
Phone Book 3-18, 3-26
problem solving 7-16
resolution 3-9, 8-4
sending at future time 3-18
specifications 8-4
speed dial codes 3-14, 3-15
to group of fax numbers 3-15, 3-16
using a calling or credit card 3-3
using a scan/copy sleeve 2-3

Fax History report 3-24

Fax Log report 3-24

fax numbers
dialing from the keypad 3-13
selecting 3-5

fax send failed, warning message 7-10

Fax Send Time dialog box 3-18, 3-26

Fax Setup Wizard, re-running 3-22

fax/phone line connector
illustration 1-2
installing 1-3

FCC requirements 8-7

files
default location 5-6
faxing from software programs 3-6
receiving as fax 3-8

fine resolution settings, when to use
for copying 4-3
for faxing 3-9

fragile documents
protecting with a scan/copy sleeve 2-3

frequently dialed fax numbers
storing 3-18

G

graphics, scanning 5-3

grayscale, printing 6-7

greeting cards
  how many to load 6-2

group dialing, fax numbers 3-15, 3-16

group fax failed, warning message 7-10

H

header, changing information on 3-17

help
  correct operation 2-12
  equipment changes 2-12
  for scanning 2-9
  how to access 2-11
  HP Customer Support Center 7-4
  information to get before calling Support Center 7-2
  keypad display messages 2-12
  on World Wide Web 7-3
  scanning 2-12
  software installation 2-12
  sources of 7-2
  technical support 2-12

HP Bulletin Board Service 7-4

HP Customer Support Center 7-3

HP FIRST Faxback 7-4

HP OfficeJet
  cleaning 7-22

HP OfficeJet Series 600 Fax, as selected printer 3-6

HP OfficeJet Series 600 Printer, as selected printer 6-8

HP papers
  HP Bright White Paper 6-2, 8-3
  HP Greeting Card Paper 8-3
  HP Greeting Card Paper 6-2
  HP Premium Glossy Paper 6-2, 8-3
  HP Premium Inkjet Paper 6-2, 8-3
  HP Premium Transparency Film 6-2, 8-3

I

illustrations, scanning 5-3

Image Viewer
  cropping an image 5-5
  cut and paste 5-5
  editing scanned images 5-4
  selecting an area to edit 5-5

images
  importing image into existing documents 5-4
  locating saved 5-6
  scanning 5-3
    from Document Assistant 5-2
    saving scanned images 5-6

importing
  scanned images into documents 5-4

ink drying, status message 7-11

insert cartridge, status message 7-11

insert connector, warning message 7-12

installing
  line connector 1-3
  paper/document tray 1-3
  print cartridges 1-5
  software 1-23
    3.5-inch floppy users 1-23

Internet/World Wide Web, help sources 7-3

K

keypad
  contrast settings 3-12
  copying
    black and white 4-2
    controlling how copies look 4-2
  dialing a fax number 3-2, 3-13
    speed dialing 3-14
    to group of fax numbers 3-16
  faxing paper documents 3-2
    resolution settings 3-11

redialing a fax number 3-13
resolution settings 3-12

L

labels
how many sheets to load 6-2
loading 6-3
what kind to use 8-3

Last Fax report 3-24

learn to use the HP OfficeJet 2-1

letterhead paper, how to load 6-3

lightening your copies 4-4, 4-6

line connector
installing 1-3

load doc to send, warning message 7-13

load paper, warning message 7-12, 7-13

loading
document to copy 4-5
document to fax 3-2
envelopes
multiple 6-4
single 6-3
letterhead paper 6-3
paper
error messages 7-12, 7-13
maximum amounts 6-3
transparencies 6-4

local area network 7-2

M

manually receiving faxes 3-8
changing settings for 3-7

margins
copying 8-5
faxing 8-4
printing 8-3

media types
cards 6-2
envelopes 6-2
for printing 8-3
ordering information 8-6
transparencies 6-2

memory full, warning message 7-13

modem
connecting with dedicated fax line 1-11, 1-12
connecting with shared fax and phone line 1-14, 1-15
and answering machine 1-18, 1-20
and computer voicemail 1-19, 1-21
how to tell if you have one 1-9
internal or external 1-9
speeds 8-4

N

no fax answered, warning message 7-14

no group send, warning message 7-14

O

off hook, warning message 7-14

office equipment
connecting 1-7

OfficeJet Manager
copy settings 4-5
Help System 7-5
how to access Help 2-11
print settings 6-5
printing 6-5
scan settings 5-2

online help
in HP OfficeJet Manager 7-2
on HP Bulletin Board Service 7-4
on World Wide Web 7-3

online services 7-3

Optical Character Recognition (OCR) 5-8

ordering supplies and accessories 7-4, 8-6

P

paper
greeting cards 6-2

index cards 6-2
labels 6-2
letterhead 6-3
loading 6-2, 6-3
error messages 7-12, 7-13
for faxing 3-2
maximum amounts 6-3
selecting for printing 6-2

paper documents
faxing to a group 3-16
faxing using Document Assistant 3-5
scanning 5-2

paper jam 7-6

Paper Size
setting 6-5

paper sizes
error messages 7-12, 7-13
for copying 8-5
for printing 8-3
for receiving faxes 3-23
for scanning 8-5
supported 6-2

paper supply tray
capacity 8-3
installing 1-3

Paper tab settings 6-5

Paper Type
setting 6-5

paper/document tray
capacity 6-3
illustration of 1-2
installing 1-3
loading a single envelope 6-3
loading document to fax 3-2
loading letterhead 6-3
loading multiple envelopes 6-4
loading paper 6-3
loading transparencies 6-4

parts list 1-2

pause
dialing from the keypad 3-14
during redial 3-13

PC fax
receiving 3-8
resolution settings 3-11
to group of fax numbers 3-16

Phone Answering setting 3-7, 3-19

Phone Book
dialog box 3-18, 3-26
how to use 3-18

phone off-hook, warning message 7-14

photographs
protecting with a scan/copy sleeve 2-3
resolution settings
for copying 4-3
for faxing 3-10
scanning 5-3

post warranty information 7-4

power cord
connecting 1-4

precious documents
protecting with a scan/copy sleeve 2-3

print cartridges
aligning 6-7
cleaning 6-7
error messages 7-6, 7-11, 7-16
ink drying 7-11
inserting 1-5
installing 1-5
ordering 8-6
Print Cartridge Maintenance 6-7
replacing 1-5
error messages 7-18

Print Settings dialog box 6-5
Advanced tab 6-7
Paper tab 6-5
Setup tab 6-6

printer cable
connecting 1-4
illustration of 1-2

printer, selected
HP OfficeJet Series 600 Fax 3-6
HP OfficeJet Series 600 Printer 6-8

printing

advanced settings 6-7
from DOS programs 6-7
from OfficeJet Manager 6-8
from Windows software programs 6-8
in color 6-6
in grayscale 6-7
margins 8-3
quality and speed 6-6
settings 6-5
Advanced tab 6-7
in OfficeJet Manager 6-5
in software programs 6-5
Paper tab 6-5
Setup tab 6-6
specifications 8-2–8-3
supported media types 8-3
tests to ensure working properly 1-24

problem solving
answering fax call 7-14
check the environment 7-2
copy failure 7-9
fax failure 7-15
faxing 7-9, 7-10
loading paper 7-12
paper/document jam 7-6
print cartridges 7-11, 7-16
reloading documents 7-17
replacing scanner cover 7-18
scanning failure 7-19
sending fax 7-16
setting date/time 7-15
storing fax in memory 7-19
system error 7-19

properties
printer 6-5

pulse dialing 3-17

Q

quick start 1-26

quick tour 2-1

R

real time dialing 3-3

receive failed, warning message 7-15

received faxes
viewing and printing 3-24

reconnect to PC, warning message 7-16

Redial/Pause button 3-13

redialing, a fax number
automatically 3-13
manually 3-13
status message 7-16

reducing the copy 4-7

regulatory information 8-7

re-insert cartridge, warning message 7-16

reload document/paper, warning message 7-17

removing the software 7-21

replace scanner cover, warning message 7-18

reports
Fax History 3-24
Last Fax 3-24
printing
tests to ensure working properly 1-24

resolution
changing
for PC fax 3-11
from Document Assistant 3-11
from keypad 3-11
for copying 4-3, 4-6, 8-5
for faxing 8-4
for printing 8-2
for scanning 8-5

Rings to Answer setting 3-7
changing 3-20

S

saving
scanned images 5-6
where scanned images are stored 5-6

scan failed, warning message 7-19

Scan Settings dialog box

illustration 5-2
settings 5-2

Scan text for editing (OCR) setting 5-8

scan/copy sleeve
protecting documents and photos 2-3

scanner
cleaning 7-22
replacing the cover 7-18

scanning
adding images to existing documents 5-4
cancelling in progress 5-3
cleaning the scanner 7-22
cropping the image 5-4, 5-5
custom settings 5-3
error messages 7-19
importing image into existing documents 5-4, 5-7
into TWAIN-supported software 5-7
how to tell if you have it 5-7
resolution 8-5
saving the image 5-6
specifications 8-5
tests to ensure working properly 1-25
text for editing (OCR) 5-8
using a scan/copy sleeve 2-3
using the Acquire command 5-7
where images are saved 5-6
where to find more information 2-9, 5-1

scheduling, faxes 3-18

Self Test Report 1-24

Send Fax dialog box
faxing from 3-5

sent faxes
viewing and printing 3-24

setting up
check for all components 1-2
connecting office equipment 1-7
inserting the print cartridges 1-5
loading paper 1-6
speed dial codes 3-14
tests to ensure working properly 1-24

settings
for copying 4-5
for faxing 3-9
for printing 6-5
for scanning 5-2

Setup tab settings 6-6

shared fax and phone line, connecting instructions
with distinctive ring 1-22
with external modem 1-15
and answering machine 1-20
and computer voicemail 1-21
with no other office equipment 1-13
with PC-modem 1-14
and answering machine 1-18
and computer voicemail 1-19

small documents
protecting with a scan/copy sleeve 2-3

software
compatibility 8-2
installing 1-23
3.5-inch floppy users 1-23
getting help 2-12
uninstalling 7-21
updating to a newer version 7-21

software programs
faxing documents within 3-6

sorting
copies 4-8

sound 3-25

specifications 8-2–8-5

Speed Dial button 3-4

speed dialing
codes
assigning 3-14
number of available codes 3-14, 8-4
to group of fax numbers 3-15
to single fax number 3-14
error messages 7-19
using the keypad 3-4

standalone faxing 3-26

standard resolution settings, when to use
for copying 4-3
for faxing 3-9

supplies, ordering 8-6

switch boxes 7-2

system error 7-19

T

technical support
help sources in user's guide 2-12
information sources 7-3
online services 7-3

telephone
connected to OfficeJet, fax dialing 3-3
FCC regulations 8-7

text
scanning 5-3
scanning for OCR 5-8

thin documents
protecting with a scan/copy sleeve 2-3

time
changing 3-25

tips
for loading paper 6-2

tone dialing 3-17

torn documents
protecting with a scan/copy sleeve 2-3

transmission speeds, of faxes
photo resolution settings 3-10

transparencies, how to load 6-4

trays
for loading paper and documents 1-6

tutorial 2-1

TWAIN-supported software
how to tell if you have it 5-7
scanning documents into 5-7

U

uninstalling the software 7-21

updating to a newer version of software 7-21

user's guides, ordering 8-6

V

voicemail 7-2
computer 1-19, 1-21

volume 3-25

W

warranty information 7-4

will dial soon, status message 7-20

Windows NT 7-2

Windows, versions supported 8-2

World Wide Web, help sources 7-3

wrong connector, warning message 7-20

Z

Zip drive 7-2